

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Health Resources and Services Administration**

Office of Rural Health Policy

Rural Health Network Development Planning Grant Program (RHNP GP)

**Rural Health Network Development Planning Grant Program
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PROGRAM GUIDANCE

Fiscal Year 2010

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Program Contact:

Eileen Holloran, Program Coordinator
Office of Rural Health Policy
eholloran@hrsa.gov
Telephone: 301-443-7529
Fax: 301-443-2803

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I. FUNDING OPPORTUNITY DESCRIPTION

1. PURPOSE

This document serves as the program grant guidance for the Rural Health Network Development Planning (Network Planning Grant) Grant Program. The Network Planning Grant Program is authorized under Section 330A (f) of the Public Health Service Act, as amended (42 U.S.C. 254c). The Catalog of Federal Domestic Assistance Number for this grant program is 93.912.

The purpose of the Network Planning Grant Program is to (1) achieve efficiencies, (2) expand access to, coordinate and improve the quality of essential health care services, and (3) strengthen the rural health care system as a whole. This program brings together key parts of a rural health care delivery system so they can work together to establish or improve local capacity and coordination of care, particularly those entities that may not have collaborated in the past.

The Network Planning Grant Program supports one year of planning activities that assist rural entities in the development of an integrated health care network if the proposed participants in the network do not have a history of collaborative efforts and a 3-year grant would be inappropriate.

2. BACKGROUND

There is considerable evidence that rural health care providers benefit greatly from developing networks. The realities of rural health care delivery (limited provider base, financial viability challenges, higher rates of chronic disease, etc.) create an environment in which rural providers may be able to build a more sustainable infrastructure by joining together in formal arrangements that improve and enhance health care delivery. However, identifying and exploring the viability of those kinds of partnerships can be a challenge.

Understanding a community's health needs through a community health needs assessment is an important step in building a network. If a network can understand and define the key needs of the community and its health care providers, it is well-positioned to provide solutions and offer benefits to the community and its providers. A network ultimately will be able to creatively address the community's greatest health needs.

The Network Planning grant program defines a rural health network as an organizational arrangement among at least three separately owned entities **that come together to develop strategies for improving health services delivery systems in a community**. In the example provided above, a home health agency, a Critical Access Hospital (CAH) and a Community Health Center (CHC) could come together around a shared purpose, such as coordination of care, in a collaborative activity that allows them to assess the health care needs within their community, share clinical or administrative resources or ensure that local patients have access to a full continuum of care locally. This program provides support for the initiating collaborative development with the goal of creating strong networks that will help strengthen the health care infrastructure in their community. Networks can include a wide range of community partners including social service agencies, faith-based organizations, mental health agencies, charitable

organizations, educational institutions, employers, local government agencies or other entities with an interest in a community's health care system.

Successful applicants can use their one-year Network Planning grant funds for laying the foundation of a community health project by convening collaborating partners to conduct planning activities, which could include the following components:

- 1) Community health needs assessments
 - a. develop and implement a needs assessment in the community
 - b. identify the most critical need of network partners to ensure their viability
 - c. identify potential collaborating network partners in the community/region
- 2) Business, operation or strategic plans, such as
 - a. develop a business, operational or strategic plan
 - b. carryout organization development activities such as a formal Memorandum or Agreement of Understanding (MOA/MOU)
 - c. establish a network board
 - d. develop bylaws
 - e. delineate the roles and responsibilities of the network partners
 - f. establish network priority areas, goals, and objectives
 - g. begin carrying out network activities, include activities to promote the network's benefit to the community, increased access to quality care services, and sustainability
- 3) Economic Impact Analysis:
 - a. develop a plan to quantify the economic and service impact of programmatic investment on rural communities by tracing how their funds have been spent throughout the economy and measuring the effects and yield (or projected yield) of spending. Examples of this model can be found on:
<http://ruralhealth.hrsa.gov/links/TACenters.asp>
- 4) Health Information Technology (HIT) Investments:
 - a. use the funds to hire a consultant that could perform a HIT readiness assessment for the network

II. AWARD INFORMATION

1. TYPE OF AWARD

Funding will be provided in the form of a grant.

2. SUMMARY OF FUNDING

The Network Planning Grant funding cycle is from March 1, 2010 through February 28, 2011 and will be funded with the Federal Fiscal Year 2010 appropriation, pending availability of funds. Applicants can request a one-year project period. The maximum award request for the year is \$85,000. The approximate amount of funding anticipated is \$1,150,000. It is anticipated that 20 awards will be made.

III. ELIGIBILITY INFORMATION

1. ELIGIBLE APPLICANTS

A. Eligibility and Geographic Requirements

The lead applicant organization must be a rural, non-profit or public entity that represents a consortium/network of three or more health related entities that need assistance to plan, organize and develop a health care network. Faith-based and community-based organizations as well as Tribal Organizations are also eligible to apply for these funds. For-profit organizations are not eligible to be the lead applicant but can participate in the network.

Applicants to the Rural Health Network Development Planning Grant Program must meet at least one of the three requirements listed below. Note: A planning grant award will be made to only one member of the network who will be the grantee of record. Only that organization needs to meet the eligibility criteria.

All applicants are required to enter their county name on the application face page in Box D. Address. All applicants that are eligible because they are in a rural census tract in an urban county must also provide their census tract number.

- 1) The applicant organization must be a public or private nonprofit entity located in a designated rural county or a rural census track within an urban county.

Applicants that are eligible because they are in a rural census tract of an urban area must also include the census tracts of the service areas, cities, counties, etc. where the funds will be used. This information should appear on the Application Face Page in Box 14 – Areas Affected by Project and in **Attachment 10 – Areas of Impact**.

In addition to 50 States, applicants can be located in the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, the Territories of the Virgin Islands, Guam, American Samoa, the Compact Free Association Jurisdictions of the Republic of the Marshall Islands, the Republic of Palau and the Federated States of Micronesia.

One of the following documents must be included in **Attachment 11** to prove non-profit status (not applicable to State and local government entities):

- A letter from the IRS stating the organization's tax-exempt status under Section 501(c)(3) of the IRS Code;
- A copy of a currently valid IRS Tax exemption certificate;
- Statement from a State taxing body, State Attorney General or other appropriate State official certifying that the applicant organization has a nonprofit tax status and that none of the net earnings accrue to any private shareholders or individuals;
- A certified copy of the organization's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the organization; or

- If the applicant is an affiliate of a parent organization, a copy of the parent organization's IRS 501(c)3 Group Exemption letter; and if owned by an urban parent a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate.

To ascertain rural eligibility, please refer to <http://ruralhealth.hrsa.gov/funding/eligibilitytestv2.asp> and enter the applicant organization's State and County. To identify the Census tract where your organization is located, visit the webpage at <http://www.fiec.gov/Geocode/default.aspx> and enter your address. The applicant organization's county name must be entered on the SF424 Face Page in Box 8, Section d. Address. If the applicant is eligible by census tract the census tract number must also be included next to the county name.

2) The applicant provides services exclusively to migrant and seasonal farm workers in rural areas.

The applicant organization is a Migrant Health Center (MHC) and exists exclusively to provide services to migrant and seasonal farm workers in rural areas and is supported under Section 330(g) of the Public Health Service Act, as amended. These organizations are eligible regardless of the urban or rural location of the administrative headquarters. If the applicant receives both Community Health Center funds and MHC funds they must also be rural to apply, (A letter identifying the eligibility of the applicant organization as a MHC should be included in **Attachment 12**, or

3) The applicant is a Tribal Government or Tribal Organization that provides health related services on reservations or in federally recognized Tribal service areas. Regardless of where the Tribal Government Headquarters is located the entity is eligible. (A letter identifying the entity as a Federally recognized Tribal Government should be included in **Attachment 13**).

Applications from organizations that do not meet one of the three criteria above will be disqualified and returned without being reviewed.

B. Consortium Requirements

The Network Planning Grant Program requires the establishment of a new network that has

- 1) A history of no more than two years of collaboration. The networks must be composed of at least three separately owned health or health related organizations and have their own EIN number. The network can be a horizontal network, (composed of all the same type of organization, i.e., Hospitals, or clinics,) or a vertical network (network composed of different types of organizations, i.e., a Critical Access Hospital and a Rural Health Clinic and a Community Health Center) please see Section I, Number 2 for the definition of vertical and horizontal networks). The roles and responsibilities of each member organization must be clearly defined and each must contribute significantly to the goals of the network. Networks funded through the program may include any range of health care entities that serve rural communities (please see Section II, Number 3 for examples of health care entities).

To receive a Federal grant, all proposed new networks must meet the following requirements:

- 2) The applying entity must include, in **Attachment 6** a scanned, signed copy of a letter of commitment from each of the participating partners on the organization's letterhead. Letters of commitment must identify what the organization's roles and responsibilities in the project will be, what activities they will be included in and how that organization's expertise is pertinent to the network being developed. The letter must indicate understanding of the benefits that the network will bring to the members and to the community encompassed by the network (service area). The letter must also include a statement indicating that the proposed partner understands that the grant funds will be used for the development of a health care network and are not to be used for the exclusive benefit of any one network partner.

Note: If the application is successful and the project receives grant funds you will be required to submit, within 30 days of receipt of grant award, the original letters of commitment from each network member, dated, before the application due date, and signed in blue ink. The letters should be sent to: Nancy Gaines, Grants Specialist, Division of Grants Management Operations, 5600 Fishers Lane, 11A02, Rockville, MD 20857.

- 3) An already existing non-profit board of individuals convened for providing oversight to a single organization is not an appropriate board structure. The formative network's board must be primarily made up of representatives of the organizations participating in the network to ensure they control decisions regarding network activities and budget.
- 4) The Network Planning Grant Program is designed to provide support to new networks (see Section X, Common Definitions). Existing networks that seek to expand services or expand their service area are not eligible to apply. Organizations that have already received a Network Planning grant or a Rural Health Network Development grant are not eligible to apply as the lead organization.

Note: If a needs assessment has not yet been completed in your community within the past 5 years, it is strongly encouraged that a community health needs assessment is one of the process goals for completion during the project period.

C. Management Requirements

Applicants must have financial management systems in place and must have the capability to manage the project. The applicant organization must:

- a. Exercise administrative and program direction for the grant project;
- b. Be responsible for hiring and managing the grant project staff;
- c. Demonstrate the administrative and accounting capabilities to manage the grant funds;
- d. Have permanent staff at the time a grant award is made; and
- e. Have their own Employer Identification Number (EIN) from the Internal Revenue Service (IRS)

2. COST SHARING/MATCHING

There is no cost sharing requirement with this program.

3. OTHER

Maintenance of Effort

Grant funds shall not be used to take the place of current funding for activities described in the application. The grantee must agree to maintain non-Federal funding for grant activities at a level which is not less than expenditures for such activities during the fiscal year prior to receiving the grant.

Other Limitations

Federal funds provided through this grant may not be used for the following purposes:

- a. To provide direct health care services;
- b. To purchase, construct or renovate facilities or real property; or
- c. To purchase vehicles.

In addition, grant applicants may not use more than 20 percent of the total Federal share of the budget to purchase equipment. Federal law also prohibits the use of appropriated funds for lobbying Congress or State legislatures. Specifically, appropriated funds may not be used for publicity or propaganda purposes or for the preparation, distribution or use of information designed to support or defeat legislation pending before Congress or State legislatures. This prohibition applies not only to Federal agencies, but also prohibits grantees and contractors of Federal agencies from using Federal funds to conduct such activities.

Applicants for this grant program may request up to \$85,000 for one year of funding.

The legislation for this program states that applications should be prepared in consultation with your State Office of Rural Health (SORH) or other appropriate State government entity. We recommend you contact your SORH early in the application process to advise them of your intent to apply. The SORH can often provide technical assistance to applicants. A list of the SORHs can be accessed at <http://ruralhealth.hrsa.gov/funding/sorh.htm>. Applicants must include in **Attachment 8** a copy of the letter, and any response to the letter that has been received, that was submitted to the SORH or other State government entity describing their project.

IV. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application Materials

The application and submission process has changed significantly. HRSA is **requiring** applicants for this funding opportunity to apply electronically through Grants.gov. All applicants **must** submit in this manner unless the applicant is granted a written exemption

from this requirement in advance by the Director of HRSA's Division of Grants Policy. Applicants must request an exemption in writing from DGPWaivers@hrsa.gov, and provide details as to why they are technologically unable to submit electronically through the Grants.gov portal. Make sure you specify the announcement number you are seeking relief for. As indicated in this guidance, **HRSA and its Grants Applicant Center (GAC) will only accept paper applications from applicants that received prior written approval.**

Refer to Appendix A for detailed application and submission instructions. Pay particular attention to Section 3, which provides detailed information on the competitive application and submission process.

Applicants must submit proposals according to the instructions in Appendix A, using this guidance in conjunction with Public Health Service (PHS) Applicant Form 5161-1. These forms contain additional general information and instructions for grant applicants, proposal narratives, and budgets. These forms may be obtained from the following sites by:

- (1) Downloading from <http://www.hrsa.gov/grants/forms.htm>

Or

- (2) Contacting the HRSA Grants Application Center at:

The Legin Group, Inc.
910 Clopper Road, Suite 155 South
Gaithersburg, MD 20878
Telephone: 877-477-2123
HRSAGAC@hrsa.gov

Instructions for preparing portions of the application that must accompany Application Form 5161-1 appear in the "Application Format" section below.

2. CONTENT AND FORM OF APPLICATION SUBMISSION

Application Format Requirements

See Appendix A, Section 4 for detailed application submission instructions. These instructions must be followed.

The total size of all uploaded files **may not exceed the equivalent of 80 pages when printed by HRSA, approximately 10 MB. This 80-page limit includes the abstract, project and budget narratives, attachments, and letters of commitment and support unless otherwise noted.** Standard forms and organizational audits are NOT included in the page limit.



Applications that exceed the specified limits (approximately 10 MB, or that exceed 80 pages when printed by HRSA) will be deemed non-compliant. All non-compliant applications will be returned to the applicant without further consideration.




Application Format



Applications should include information as requested in each section and the sections should be labeled like the sections below. Applications for funding must consist of the following documents in the following order:

6. SF-424 Non Construction – TABLE OF CONTENTS

SF-424 Non Construction – Table of Contents – The following is the 5-08 version of the forms

-  It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.
-  Failure to follow the instructions may make your application non-compliant. Non-compliant applications will not be given any consideration and those particular applicants will be notified.




-  For electronic submissions, applicants only have to number the electronic attachment pages sequentially, resetting the numbering for each attachment, i.e., start at page 1 for each attachment. Do not attempt to number standard OMB approved form pages.
-  For electronic submissions no table of contents is required for the entire application. HRSA will construct an electronic table of contents in the order specified.
-  When providing any electronic attachment with several pages, add table of content page specific to the attachment. Such page will not be counted towards the page limit.

-  For paper submissions (when allowed), number each section sequentially, resetting the page number for each section. i.e., start at page 1 for each section. Do not attempt to number standard OMB approved form pages.
-  For paper submissions ensure that the order of the forms and attachments is as specified below.

Application Section	Form Type	Instruction	HRSA/Program Guidelines
Application for Federal Assistance (SF-424)	Form	Pages 1, 2 & 3 of the SF-424 face page.	Not counted in the page limit
Project Summary/Abstract	Attachment	Can be uploaded on page 2 of SF-424 - Box 15	Required attachment. Counted in the page limit. Refer to guidance for detailed instructions. Provide table of contents specific to this document only as the first page
Additional Congressional District	Attachment	Can be uploaded on page 2 of SF-424 - Box 16	As applicable to HRSA; not counted in the page limit
HHS Checklist Form PHS-5161	Form	Pages 1 & 2 of the HHS checklist.	Not counted in the page limit
Project Narrative Attachment Form	Form	Supports the upload of Project Narrative document	Not counted in the page limit
Project Narrative	Attachment	Can be uploaded in Project Narrative Attachment form.	Required attachment. Counted in the page limit. Refer guidance for detailed instructions. Provide table of contents specific to this document only as the first page
SF-424A Budget Information - Non-Construction Programs	Form	Page 1 & 2 to supports structured budget for the request of Non construction related funds	Not counted in the page limit
SF-424B Assurances - Non-Construction Programs	Form	Supports assurances for non construction programs	Not counted in the page limit

Application Section	Form Type	Instruction	HRSA/Program Guidelines
Disclosure of Lobbying Activities (SF-LLL)	Form	Supports structured data for lobbying activities.	Not counted in the page limit
Other Attachments Form	Form	Supports up to 15 numbered attachments. This form only contains the attachment list	Not counted in the page limit
Attachment 1-15	Attachment	Can be uploaded in Other Attachments form 1-15	Refer to the attachment table provided below for specific sequence. Counted in the page limit

To ensure that attachments are organized and printed in a consistent manner, follow the order provided below. Note that these instructions may vary

-  **Evidence of Non Profit status and invention related documents, if applicable, must be provided in the other attachment form.**
-  **Additional supporting documents, if applicable, can be provided using the available rows. Do not use the rows assigned to a specific purpose in the program guidance.**
-  **Merge similar documents into a single document. Where several pages are expected in the attachment, ensure that you place a table of content cover page specific to the attachment. Table of content page will not be counted in the page limit**

Attachment Number	Attachment Description (Program Guidelines) SEE ATTACHMENT SECTION
Attachment 1	Request for Funding Preference: See Section V. 2. 1) for funding preference information) – Included in 80 page limit
Attachment 2	Staffing Plan and Personnel Requirements Narrative and Position Descriptions for Key Personnel to be Hired. Included in 80 page limit
Attachment 3	Biographical Sketches for Key Personnel. Included in 80 page limit
Attachment 4	Network Organizational chart. Included in 80 page limit
Attachment 5	Network Members: List contact information for all network members which includes information on the type of organization and the organization's role in the project. Included in 80 page limit.
Attachment 6	Letters of <u>Commitment</u> from each Network Member. Included in 80 page limit
Attachment 7	Work Plan Matrix. See Section B. Response for an explanation of a matrix. Included in 80 page limit.
Attachment 8	Required Documentation: A copy of the letter sent to the SORH or other State government entity and any response received. Included in 80 page limit.
Attachment 9	Potential Network Partners: List of potential network members that are not currently part of this project. Included in 80 page limit
Attachment 10	Areas of Impact: Include a list of the areas, counties and cities that will be impacted by this project. If an organization is located in a rural census tract of an urban county, the rural census tract must be identified here. This information will be counted in the 80 page limit.

Attachment Number	Attachment Description (Program Guidelines) SEE ATTACHMENT SECTION
Attachment 11	Proof of Non-Profit Status (if applicable): A letter from the Internal Revenue Service/Department of Treasury with the correct Employer Identification Number on the letter. If the applicant organization is a city, county or state public entity this letter is not necessary, see Section III, 7. xiv. Required Attachments for additional information. Included in 80 page limit
Attachment 12	Migrant and Seasonal Farm workers funding under Section 330 (G) of the Public Health Services Act. (if applicable) Not included in 80 page limit
Attachment 13	Federally-Recognized Tribal Organization (if applicable): A letter must be provided if applicant is meeting this as their eligibility requirement. Not included in 80 page limit.
Attachment 14	For organizations owned by an urban parent, the urban parent must assure ORHP in writing that for this project, they will exert no control over the rural organization. If applicable, a letter stating this should be submitted in this attachment. Not included in 80 page limit.
Attachment 15	If the applicant organization has had a grant with the Office of Rural Health Policy, include the grant number and the abstract of the project in this attachment Not included in the 80 page limit.

APPLICATION FORMAT –

NOTE: The Office of Rural Health Policy is in the process of identifying specific performance measures that the Network Planning grantees will be required to address. Once these measures have been identified, specific instructions will be provided.

i. Application Face Page

Use Public Health Service (PHS) Application Form 5161-1, provided with the application package. Prepare this page according to instructions provided in the form itself. For information pertaining to the Catalog of Federal Domestic Assistance, the Catalog of Federal Domestic Assistance Number is 93.912.

DUNS Number

All applicant organizations are required to have a Data Universal Numbering System (DUNS) number in order to apply for a grant from the Federal Government. The DUNS number is a unique nine-character identification number provided by the commercial company, Dun and Bradstreet. There is no charge to obtain a DUNS number. Information about obtaining a DUNS number can be found at <http://www.hrsa.gov/grants/dunscrr.htm> or call 1-866-705-5711. Please include the DUNS number in item 8c, on the application face page. Applications **will not** be reviewed without a DUNS number. The DUNS number is usually provided when you apply.

Additionally, the applicant organization is required to register annually with the Federal Government's Central Contractor Registry (CCR) in order to do electronic business with the Federal Government. Information about registering with the CCR can be found at: <http://www.hrsa.gov/grants/dunscrr.htm>. It may take up to two weeks to obtain a CCR number so it is advised to do this immediately upon downloading these program instructions.

ii. Table of Contents

The application should be presented in the order of the Table of Contents provided earlier. Again, for electronic applications no table of contents is necessary as it will be generated by the system. (Note: the Table of Contents will not be counted in the page limit).

iii. Application Checklist

Use application form from the Application Form 5161-1, provided with the application package. The Business Official and the Project/Program Director/Principal Investigator should be two different individuals, each should have distinct roles in the project and their roles should be identified in the personnel section.

iv. Budget

Use application form 424A page one (1) and two (2) provided with the electronic application package.

Please complete Sections A, B, E, and F, and then provide a line item budget using the budget categories in the SF 424A.

v. Budget Narrative

Provide a narrative that explains the amounts requested for each line in the budget. The budget justification should specifically describe how each item will support the achievement of proposed objectives. The budget period is for ONE year. Line item information must be provided to explain the costs entered in the SF-424A Budget pages. The appropriate form to use is Application Form 5161-1. **The budget justification must clearly describe each cost element and explain how each cost contributes to meeting the project's objectives/goals.** Be very careful about showing how each item in the "other" category is justified. The budget justification **MUST** be concise. Do NOT use the justification to expand the project narrative.

The following items must be explained in the Budget Narrative:

Personnel Costs: Personnel costs should be explained by listing each staff member who will be supported from funds, name (if possible), position title, percent full time equivalency and annual salary.

Fringe Benefits: List the components that comprise the fringe benefit rate, for example health insurance, taxes, unemployment insurance, life insurance, retirement plan, tuition reimbursement. The fringe benefits should be directly proportional to that portion of personnel costs that are allocated for the project. Fringe benefits for in-kind personnel salaries are unallowable.

Travel: List travel costs according to local and long distance travel. For local travel, the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel should be outlined. The budget should also reflect the travel expenses associated with participating in meetings and other proposed trainings or workshops.

ORHP requires each grantee to participate in an annual meeting as a condition of the award. Please allocate travel funds for up to two program staff to attend this meeting. It is anticipated that the FY 2010 meeting will be held in April in San Antonio, TX. Logistical details will be sent on receipt of grant awards.

Equipment: List equipment costs and provide justification for the need of the equipment to carry out the program's goals. Extensive justification and a detailed status of current equipment must be provided when requesting funds for the purchase of computers and furniture items that meet the definition of equipment (a unit cost of \$5,000 and a useful life of one or more years). Additionally, grant applicants may not use more than 20 percent of the total Federal share of the budget to purchase equipment.

Supplies: List the items that the project will use. In this category, separate office supplies from medical and educational purchases. Office supplies could include paper, pencils, and the like; medical supplies are syringes, blood tubes, plastic gloves, etc., and educational supplies may be pamphlets and educational videotapes. Remember, they must be listed separately.

Contracts: Contractual: Applicants and or grantees are responsible for ensuring that their organization and or institution has in place an established and adequate procurement system with fully developed written procedures for awarding and monitoring all contracts. Applicants and or grantees must provide a clear explanation as to the purpose of each contract, how the costs were estimated, and the specific contract deliverables.

Other: Put all costs that do not fit into any other category into this category and provide an explanation of each cost in this category. In some cases, grantee rent, utilities and insurance fall under this category if they are not included in an approved indirect cost rate.)

Indirect Costs: Indirect costs (IDC) are those costs incurred for common or joint objectives which cannot be readily identified but are necessary to the operations of the organization, e.g., the cost of operating and maintaining facilities, depreciation, and administrative salaries. If an organization is claiming indirect cost, YOU MUST submit a copy of your Federal IDC Rate Agreement with your application. For institutions subject to OMB Circular A-21, the term “facilities and administration” is used to denote indirect costs. If an organization applying for an assistance award does not have an indirect cost rate, the applicant may wish to obtain one through HHS’s Division of Cost Allocation (DCA). Visit DCA’s website at: <http://rates.psc.gov/> to learn more about rate agreements, the process for applying for them, and the regional offices which negotiate them.

The budget narrative should be uploaded as an attachment where indicated in the electronic version of the application.

vi. Staffing Plan and Personnel Requirements

In this section provide the information necessary to defend both the capabilities of key staff already identified and the requirements that the applicant has established to fill other key positions if the grant is received. Staffing needs should be explained and have a direct link to activities proposed in the project narrative and budget portion of your application. You must include full-time employment (FTE) equivalents for all personnel not working full time on the project. Place the staffing plan in **Attachment 2** with the position descriptions. The Project Director must either be employed by or under contract to the applicant organization or a network member and work in the rural area.

If new positions are to be developed for staffing the project, specifically for key personnel of this project, a position description for each must be included in the application. Each position description should be short (one page is suggested) and include only major duties to be performed and the experience required for the person to be hired. Include in **Attachment 2**.

Biographical sketches or resumes, which are short overviews of past education and experience that suggest the qualifications necessary to perform assigned work, of all key personnel should be included. This includes key staff of the proposed network members, staff of the grantee organization and staff to be hired that have a key role in the day-to-day management of the program. Information on the staff of the proposed network members should only be included for the staff that will have a major role in the implementation and success of the project. Bio sketches or resumes should be brief, no more than two pages each, and should be included as **Attachment 3**.

vii. Assurances

Use the form from the Application Form 5161-1, provided with the application package.

viii. Certifications

Application Form 5161-1; provided with the application package.

ix. Disclosure of Lobbying Activities

Form PHS-5161-1 includes the Disclosure of Lobbying Activities forms. If your organization has lobbying activities, please review, complete and sign the form and include it in this section in your application package. You do not have to submit this form if your organization does not lobby.

x. Project Abstract

Provide a summary of the proposed project. Because the abstract is often distributed to provide information to the public and Congress, please prepare this so that it is clear, accurate, concise, and without reference to other parts of the application. It must include a brief description of the proposed grant project including the names and type of organizations in the network the issues to be addressed, the proposed activities, and the population group(s) to be served. The Project Abstract should be uploaded with the SF424 Face Page as an attachment to Box 15.

Please place the following at the top of the abstract:

- *Project Title*
- *Applicant Name*
- *Address*
- *Contact Phone Numbers (Voice, Fax)*
- *E-Mail Address*
- *Web Site Address, if applicable*

xi. Project Narrative

When identifying the focus of your project you may want to develop plans for one of the following

- 1) Community health needs assessments
 - a. develop and implement a needs assessment in the community,
 - b. identify the most critical need of network partners to ensure their viability
 - c. identify potential collaborating network partners in the community/region,
- 2) Business, operation or strategic plans, such as
 - a. develop a business, operational or strategic plan
 - b. carryout organization development activities such as a formal Memorandum or Agreement of Understanding (MOA/MOU)
 - c. establish a network board
 - d. develop bylaws
 - e. delineate the roles and responsibilities of the network partners
 - f. establish network priority areas, goals, and objectives
 - g. begin carrying out network activities, include activities to promote the network's benefit to the community, increased access to quality care services, and sustainability;
- 3) Economic Impact Analysis:
 - a. develop a plan to quantify the economic and service impact of programmatic investment on rural communities by tracing how their funds have been spent throughout the economy and

measuring the effects and yield (or projected yield) of spending. Examples of this model can be found on: <http://ruralhealth.hrsa.gov/links/TACenters.asp>

- 4) Health Information Technology (HIT) Investments:
 - a. use the funds to hire a consultant that could perform a HIT readiness assessment for the network

Please take this into consideration when completing the **Response** and **Evaluation** sections of the Program Narrative described below.

The Form PHS-5161-1 should be reviewed for information only. For the Electronic submission replace the forms and the submission information in the Form PHS-5161-1 pages 21 – 23 with the following instructions for the Program Narrative.

Each application is reviewed by an Objective Review Panel. Only the information you include will be part of the review process. Please read V. Review Criteria, Section 1, for information on what we ask the reviewers to look for.

The following sections should be carefully prepared and all information requested should be included. If the type of information requested in a particular section does not apply to your project, indicate why you have left the information out so your project will not be deemed unresponsive. The application should include the following:

A. Need

The application should include information on why a network planning grant would meet an identified need and how the funding would address that need. The applicant needs to describe the health care service environment in which the network will be developed. Appropriate data sources (local, Tribal, State, Federal) should be identified in the application and be used in the analysis of the environment in which the network is functioning.

- 1) To support the need for the proposed project the population of the service area should be identified using demographic data whenever appropriate. The application should document the unmet health needs/problems in the service area that the collaborating network proposes to address. Or, identify plans to perform a health needs assessment for the community.
- 2) The application should identify the potential barriers and challenges in forming the network and implementing the network activities.
- 3) A map of the service area depicting the location of the proposed network partners and other services in the area must be included. All maps should be legible and in black and white. This is necessary because colored maps do not copy well and this important information is not legible.

B. Response

The application should identify and explain all of the expected outcomes this project will accomplish by the end of the project period which could include;

- 1) Complete a community needs assessment;
- 2) Complete organizational development activities, i.e. creating a formal MOA/MOU, establishing by-laws, board development, etc.;

- 3) Develop a business, operational, or strategic plan or a timeline for its completion;
- 4) Identify and implement activities that the network members, working together, can use to address the identified community health needs;
- 5) Develop a plan for the network partners to further collaborate to improve access to health care in the community through shared purchasing, shared resources, and continuum of care;
- 6) Develop a strategy for the network to become sustainable;
- 7) Identify potential new partners;
- 8) Develop an evaluation plan;
- 9) Develop a plan to conduct an economic impact analysis; and
- 10) Health Information Technology (HIT) Investments:
Use the funds to hire a consultant that could perform a HIT readiness assessment for the network.

Also include in this section the following information:

- 11) Identify the proposed goals and activities of the project and include a coherent strategy to carry out the grant-funded activities to reach the proposed goals.
- 12) Identify how the network members were identified for inclusion in the network
- 13) Information on potential future partners and what strategies have been developed on how they will be chosen.
 - a. There should also be a short discussion on what these potential partners will bring to the project and why they were not included in the original network.
- 14) Identify how communication will flow between network members and address the potential issue of how the network partners will resolve differences in executing the project and resolve “turf” issues should they arise.
- 15) Identify how the network will strengthen health providers’ ability to serve the community and how the proposed project goals align with Healthy People 2010.
- 16) The applicant must explain how grant funds will be used to accomplish these tasks
- 17) A work plan must be included that outlines the goals, strategies, activities and measurable outcomes and process measures.

The work plan also includes the person or organization responsible for carrying out each activity and an anticipated timeframe. (See example below)

Work Plan

In this part of the Response section the applicant should provide a matrix that identifies and carefully integrates the goals, objectives, activities and measurable outcomes and/or process measures of the project. The goals for the project describes the expected overall results of the project and should also include the desired working relationship among the members, reduction of turf/ownership issues, communication strategies, etc. Objectives (strategies) are plans to accomplish the goals. Both the goals and objectives for the project must be measurable, realistic and achievable. Activities are action steps toward completion of the objectives. Outcomes/process measures are used to determine whether goals, objectives or activities have been achieved. The inclusion of a timeline, identifying the responsible party for carrying out each activity, and establishing a process for periodic feedback and program modification, if necessary, should also be identified within a work plan.

Below is a sample matrix. Applicants may develop a different and equally effective format. The matrix should be included as **Attachment 7**.

Sample Work Plan Matrix

Goals	Strategies/ Activities	Activities	Outputs or Outcomes	How Measured	Performance Period	Responsible Person(s)
Develop a Board of Directors	Develop Board responsibilities Identify Board Makeup	a. Determine the size of the board b. Identify a person from each organization that will be on the board and a backup person who can make decisions for the network organizations c. Determine the number of and Dates for the Board Meetings d. Hold Board Meeting	1. Ensure collaboration from all network partners. 2. Ensure equal oversight of the project	1. Number of Board Meetings 2. Numbers of Board Members attending the Board Meetings or sending a backup person	3/1/2009 – 7/31/2009	Project Director Network Members
Develop Mission Statement	Hire Consultant Convene Network Members	a. Identify the common health care services strategies b. Create an overarching statement that identifies the network's beliefs and goals			8/1/2009 – 2/28/2010	Project Director Consultant Board of Directors Network Members

Models That Work

If the project proposal is based on another program that succeeded in another community, please describe that program, how it was funded and why you think it will succeed in a new community. There is particular interest in model programs that have received funding from the U.S. Department of Health and Human Services. Information on some Models that Work can be found at:

www.raconline.org

C. Impact

- 1) The application describes how the service area will experience increased or more stable/consistent access to quality health care. The application should identify new services that could result as an outcome of the integration and coordination of activities carried out by the network.
- 2) The application provides information on the potential impact of the network's services on the providers that are not members of the network in the service area.
- 3) The application indicates the possible impact on the network members that are involved in the project, i.e. cost sharing, joint purchasing, personnel sharing, etc.
- 4) The application must discuss strategies to disseminate information about the project and if the project may be national in scope.

D. Evaluation and Technical Support

- 1) Include measurable, evaluative measures that are able to assess to what extent the program objectives have been met.
- 2) Define the method proposed to monitor and evaluate the project results and the name and expertise of an evaluator if one is identified.
- 3) Describe ongoing quality assurance/quality improvement strategies that will allow the early detection and modification of ineffective strategies.

E. Resources/Capabilities

In this section provide information on the applicant agency's current mission and structure. Identify the scope of current activities and describe how they contribute to the ability of the proposed network to conduct the program activities and meet the project expectations.

The application should include:

- 1) Information on the ability of the applicant organization to manage the project and personnel and to monitor Federal funds.
- 2) Information that assures that the applicant organization has financial systems in place and has identified at least one permanent staff member that will be employed by the start date of the grant project period.
- 3) A decision making board that consists primarily of representatives of the proposed network member organizations to ensure that the governing body, rather than an individual network member, makes the financial and programmatic decisions relating to the network and the network's activities.
- 4) Information on the individual who will serve as the interim director of the network and will be responsible for project monitoring and for ensuring the grant activities are carried out. It is preferable, but not required that the proposed network identify a permanent director prior to receiving grant funds.
- 5) A description of the roles of key personnel and how their roles relate to the network and the network project.
- 6) The application should identify additional funding for current and future activities of the network including a plan for sustaining the project activities:

- a. The applicant should identify factors that will lead to the network's sustainability, enumerating the benefits that will accrue to network participants and community if their network is successful such as:
 1. Network Member contributions, both monetary and in-kind
 2. Shared purchasing
 3. Shared personnel
 4. Unduplicated services
 5. The application should identify the potential for the project to be replicated in other rural areas, if applicable.

F. Support Requested

- 1) The application must include an itemized budget table or spreadsheet that identifies all of the anticipated expenditures.
- 2) A budget narrative that logically documents how and why each line item request (such as personnel, travel, equipment, supplies, information technology, and contractual services) supports the goals and activities of the proposed grant-funded activities must be submitted. The Budget Narrative should be uploaded in the Mandatory Budget Narrative Form. The estimated cost to the government of proposed grant-funded activities must appear reasonable.

Applications will be reviewed on the extent to which the applicant completes the sections above and associated contributing factors to the problem(s). The review criteria for this program can be found in Section V. Review Criterion. Applicants should read the review criterion to make sure they have included all the appropriate information in their applications. If a certain section does not apply to your project you must explain why the section was not addressed

xii. Request for Funding Preference

Funding Preferences will only be approved for applications that specifically state a funding preference. For example, "The service area of the proposed project is designated as a HPSA" is a statement that will meet the preference. Also, include in this attachment any information that is available as documentation for the preference being requested, if applicable. This statement must be submitted as Attachment 1.

The authorizing legislation for the Network Development Planning Grant Program provides a funding preference for some applications. Please refer to **Section V. 2 (1)** for complete definitions of these options and to determine if you qualify. In this section, please discuss and support the specific preference(s) that apply to your proposed grant funded activities. **Funding preferences must be clearly stated** in order to be considered. If your network qualifies, you must provide supporting information and documentation of its eligibility in **Attachment 1**. Applications receiving a preference will be placed in a more competitive position among the applications that can be funded. The request for a funding preference **must be included as Attachment 1 and must have a heading that indicates this is the request for a funding preference.**

xiii. Public Health Impact Statement

The Rural Health Network Development Planning Grant program is subject to Public Health System Reporting Requirements approved by the Office of Management and Budget. Under these requirements, community-based, non-government applicants (that is, where no local government or State run health organization is the applicant), must prepare and submit a Public Health Impact Statement (PHIS). The statement is intended to provide timely information to State and local health officials. Community-based and non-government applicants must submit the following information to the head of your State and local health agencies in the areas affected by the project no later than the Federal application receipt deadline date.

- 1) A copy of the face page of the application (Standard Form 424); and
- 2) A summary of the project, not to exceed one page, which provides:
 - (a) A description of the project;
 - (b) A summary of the services to be provided; and
 - (c) A description of the coordination planned with appropriate State and local health agencies.

It is suggested that you use the abstract submitted as part of your original application, with any needed updates, to satisfy this requirement.

NOTE: Even if the local health department is a member of the network, unless they are the grantee, the Public Health Impact Statement must be submitted to State and local health officials.

xiv. Required Attachments

This section describes the information that must be submitted in the required attachments. The Attachments are uploaded as instructed in the SF424 Application for Federal Assistance in Grants.gov. Please put the attachments in the order listed. Please note that these are not intended to be a continuation of the project narrative.

Attachment 1: Request for a funding Preference

This document should be numbered as part of the application and **will count** against the 80 page limit, See **Section V. 2 (1)**.

Attachment 2: Staffing Plan and Position Descriptions.

Include position descriptions for Key Personnel and for the **key** personnel that will be hired for this project. Keep each to a one page maximum if possible. For the purposes of this grant application, Key Personnel is defined as persons funded by this grant or persons conducting activities central to this grant program. Item 6 of the Program Narrative section of the PHS 5161-1 Form provides guidance on items to include in a job description. The Staffing Plan Narrative and job descriptions should be numbered as part of the application and **will count** against the 80 page limit.

Attachment 3: Biographical Sketches of Key Personnel

Submit biographical sketches or resumes for persons occupying the key positions described in the personnel narrative. In the event that a biographical sketch is included for an identified individual

who is not yet hired, please include a letter of commitment from that person with the biographical sketch. The biographical sketches should include pertinent expertise, but, to save space, should not include additional references and/or publications and should be no more than 2 pages each. The resumes should be numbered as part of the application and **will count** against the 80 page limit.

Attachment 4: Network Organizational Chart. Submit a one page organizational chart for the proposed network. The chart should be numbered as part of the application and **will count** against the 80 page limit.

Attachment 5: Network Member Information

Provide a list of all network members that includes: the organization's type (i.e., CHC, CAH, Hospital, Health Department, etc.), the name of the key person from the organization that will be working on the grant; organization contact information; anticipated responsibility in the project; and current role in the health care system. This attachment **will count** against the 80 page limit.

Attachment 6: Letters of Commitment

Insert here each signed letter of commitment from the proposed network members. The letters must indicate the willingness of the organization to participate in the network and the role the organization will play in the project and the amount of support (cash or in-kind) they will provide to the project. The letter should also include a statement indicating that the proposed partner understands that the grant funds will be used for the development of a health care network and are not to be used for the exclusive benefit by any one network partner. These letters **will be counted** in the 80 page limit.

Attachment 7: Work Plan Matrix

See explanation of the Work Plan Matrix in B. Response. **The work plan will count** against the 80 page limit.

Attachment 8: Required documentation:

Include a copy of the letter to the SORH or other State Governmental entity that briefly explains your project. This document **will be counted** as part of the 80 page limit.

Attachment 9: Potential Network Partners

Include a list of organizations that could be potential partners in the network, what they would bring to the project and why they were not included in the project from the onset. This information **will be counted** in the 80 page limit.

Attachment 10: Areas of Impact

Include a list of the areas, counties and cities that will be impacted by this project. If an organization is located in a rural census tract of an urban county, the rural census tract must be identified here as well as the county and census tracts of the network partners. This information **will be counted** in the 80 page limit.

Attachment 11: Proof of Non-Profit Status

One of the following documents must be included to prove non-profit status (if applicable):

- A letter from the IRS identifying the organization's non-profit status under Section 501(c)(3) of the IRS Code;
- A copy of a currently valid IRS Tax exemption certificate;

- Statement from a State taxing body, State Attorney General or other appropriate State official certifying that the applicant organization has a nonprofit tax status and that none of the net earnings accrue to any private shareholders or individuals;
- A certified copy of the organization's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the organization; or

Any of the above proof of non-profit status; and if the organization is owned by an urban parent, a statement signed by the parent organization that the applicant organization is a local nonprofit affiliate. This document will not be counted as part of the 80 page limit.

If the name and/or address of the applicant entity have changed recently, submit a copy of the original documentations of this change.

Attachment 12: Migrant and Seasonal Farm workers

The applicant organization exists exclusively to provide services to migrant and seasonal farm workers in rural areas and is supported under Section 330(g) of the Public Health Service Act, as amended. These organizations are eligible regardless of the urban or rural location of the administrative headquarters. If applicable, a letter stating the service county and population service is required and uploaded in. This document will not be counted as part of the 80 page limit.

Attachment 13: Federally-Recognized Tribal Organization

Applications that meet the eligibility requirement because the applicant is a Federally Recognized Tribal Government should include verification of the Federal designation. This document will not be counted as part of the 80 page limit.

Attachment 14: Letter from Urban Parent Organization

For organizations owned by an urban parent, the urban parent must assure ORHP in writing that for this project, they will exert no control over the rural organization. If applicable, a letter stating this should be submitted in this attachment. This document will not be counted as part of the 80 page limit.

Attachment 15: Previous Grants:

If the applicant organization has received a grant from the Office of Rural Health Policy in the past, the Grant Number and the abstract from the previous grant should be included here. This will not be counted as part of the 80 limit.

3. SUBMISSION DATES AND TIMES

Application Due Date

The due date for applications under this grant announcement is **September 14, 2009 by 8:00 P.M. ET**. Applications will be considered as meeting the deadline if they are E-marked on or before the due date. Please consult Appendix A, Section 3 for detailed instructions on submission requirements.

The Chief Grants Management Officer (CGMO) or a higher level designee may authorize an extension of published deadlines when justified by circumstances such as acts of God (e.g. floods or hurricanes), widespread disruptions of mail service, or other disruptions of services, such as a prolonged blackout. The authorizing official will determine the affected geographical area(s).

Applications must be submitted by 8:00 P.M. ET. **To ensure that you have adequate time to follow procedures and successfully submit the application, we recommend you register immediately in Grants.gov (see Appendix B) and complete the forms as soon as possible, as this is a new process and may take some time.**

Please refer to Appendix B for important specific information on registering, and Appendix A, Section 3 for important information on applying through Grants.gov.

Late applications

Applications which do not meet the criteria above are considered late, the Applicant will be notified by the Health Resources and Services Administration (HRSA) that its application will not be considered in the current competition.

4. INTERGOVERNMENTAL REVIEW

The Network Development Planning grant program is subject to the provisions of Executive Order 12372, as implemented by 45 CFR 100. Executive Order 12372 allows States the option of setting up a system for reviewing applications from within their States for assistance under certain Federal programs. Application packages made available under this guidance will contain a listing of States which have chosen to set up such a review system, and will provide a State Single Point of Contact (SPOC) for the review. Information on states affected by this program and State Points of Contact may also be obtained from the Grants Management Officer listed in the Agency Contact(s) section, as well as from the following Web site: www.whitehouse.gov/omb/grants/spoc.html.

All applicants other than federally recognized Tribal Governments or Tribal Organizations should contact their SPOC as early as possible to alert them to the prospective application and receive any necessary instructions on the State process used under this Executive Order.

Letters from the State Single Point of Contact (SPOC) in response to Executive Order 12372 are due sixty days after the application due date.

5. OTHER SUBMISSION REQUIREMENTS

As stated in Section IV.1, except in rare cases HRSA will no longer accept applications for grant opportunities in paper form. Applicants submitting for this funding opportunity are **required** to submit **electronically** through Grants.gov. To submit an application electronically, please use the <http://www.Grants.gov> apply site. When using Grants.gov you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site.

As soon as you read this, whether you plan on applying for a HRSA grant later this month or later this year, it is incumbent that your organization **immediately register** in Grants.gov and become familiar with the Grants.gov website application process. If you do not complete the registration process you will be unable to submit an application. The registration process can take up to one month, so you need to begin immediately.

To be able to successfully register in Grants.gov, it is necessary that you complete all of the following required actions:

- Obtain an organizational Data Universal Number System (DUNS) number
- Register the organization with Central Contractor Registry (CCR)
- Identify the organization's E-Business POC (Point of Contact)
- Confirm the organization's CCR "Marketing Partner ID Number (M-PIN)" password
- Register an Authorized Organization Representative (AOR)
- Obtain a username and password from the Grants.gov Credential Provider

Instructions on how to register, tutorials and FAQs are available on the Grants.gov web site at www.grants.gov. Assistance is also available from the Grants.gov help desk at support@grants.gov or by phone at 1-800-518-4726.

More specific information, including step-by-step instructions on registering and applying, can be found in Appendix B of this guidance.

Formal submission of the electronic application: Applications completed online are considered formally submitted when the Authorizing Official electronically submits the application to HRSA through Grants.gov.

Applications will be considered as having met the deadline if: the application has been successfully transmitted electronically by your organization's Authorizing Official (AO) through Grants.gov on or before the deadline date and time.

It is incumbent on applicants to ensure that the AO is available to submit the application to HRSA by the application due date. We will not accept submission or re-submission of incomplete, rejected, or otherwise delayed applications after the deadline.

Information on the HRSA electronic submission policy can be obtained at <http://www.hrsa.gov/grants/electronicsubmission.htm>.

V. APPLICATION REVIEW AND SELECTION PROCESS

1. REVIEW CRITERIA

Procedures for assessing the technical merit of grant applications have been instituted to provide for an objective review of applications and to assist the applicant in understanding the standards against which each application will be judged. Critical indicators have been developed for each review criterion to assist the applicant in presenting pertinent information related to that criterion and to provide the reviewer with a standard for evaluation. Review criteria are outlined below with specific detail and scoring points.

Review Criteria are used to review and rank applications. The Rural Network Development Planning Grant Program has six review criteria.

The maximum possible points that each scoring criterion could attain are outlined below:

Review Criteria Points

CRITERION	Number of Points
A. Need	20
B. Response	25
C. Impact	15
D. Evaluative Measures	10
E. Resources/Capabilities	25
F. Support Requested	5
TOTAL POINTS	100

A. Need –(20 points)

The extent to which the application:

- 1) Explained why a network planning grant would meet an identified need and how the funding would address that need. Described the health care service environment in which the network will be developed. Identified appropriate data sources (local, Tribal, State, Federal) used in the analysis of the environment in which the network is functioning.
- 2) Supported the need for the proposed project, and identified the population of the service area using demographic data whenever appropriate. Documented the unmet health needs/problems in the service area that the collaborating network proposes to address; or, identified plans to perform a health needs assessment for the community.
- 3) Identified the potential barriers and challenges in forming the network and implementing the network activities.
- 4) Map depicted the project area and location of the proposed network partners and other services in the area must be included.

B. Response –(25 points)

The extent to which the proposed project responds to the identified goals or activities the application focused on:

- 1) Community health needs assessments
 - a. develop and implement a needs assessment in the community,
 - b. identify the most critical need of network partners to ensure their viability
 - c. identify potential collaborating network partners in the community/region,
- 2) Business, operation or strategic plans, such as
 - a. develop a business, operational or strategic plan
 - b. carryout organization development activities such as a formal Memorandum or Agreement of Understanding (MOA/MOU)
 - c. establish a network board
 - d. develop bylaws
 - e. delineate the roles and responsibilities of the network partners
 - f. establish network priority areas, goals, and objectives

- g. begin carrying out network activities, include activities to promote the network's benefit to the community, increased access to quality care services, and sustainability;
- 3) Economic Impact Analysis:
 - a. develop a plan to quantify the economic and service impact of programmatic investment on rural communities by tracing how their funds have been spent throughout the economy and measuring the effects and yield (or projected yield) of spending. Examples of this model can be found on:
<http://ruralhealth.hrsa.gov/links/TACenters.asp>
- 4) Health Information Technology (HIT) Investments:
 - a. use the funds to hire a consultant that could perform a HIT readiness assessment for the network

The objective review panel will also evaluate how well the application:

- 1) Presented information on the goals and activities of the project that also provides a coherent strategy to carry out the grant-funded activities to reach the proposed goals.
- 2) Explained how the network members were identified for inclusion in the network.
- 3) Provided information on potential future partners including how they will be chosen. What these potential partners will bring to the project, and why they were not included at the start of the project.
- 4) Identified the expertise each proposed member brings to the network and how the expertise relates to the network's goals (including roles and responsibilities of each network member and the key person who will oversee the network activities for each member).
- 5) Explained how communication will flow between network members and addressed the potential issue of how the network partners will resolve differences in executing the project and resolve "turf" issues should they arise.
- 6) Identified how the network will strengthen health providers' ability to serve the community and how the proposed project goals align with Healthy People 2010.
- 7) Presented a complete work plan that outlines the goals, strategies, activities and measurable outcomes and process measures.
- 8) Explained how grant funds will be used to accomplish these tasks.

Models That Work

The application might contain information on possible Models that Work that were used to develop the project. If this information is included, it will be cited as part of the review.

C. Impact – (15 points)

The extent to which the application:

- 1) Described how the service area will experience increased or more stable/consistent access to quality health care, and identified new services that could result as an outcome of the integration and coordination of activities carried out by the network.
- 2) Provided information on the potential impact of the network's services on the providers that are not members of the network in the service area.
- 3) Indicated the possible financial impact on the network members that are involved in the project, i.e. cost sharing, joint purchasing, personnel sharing, etc.

- 4) Discussed strategies to disseminate information about the project and if the project may be national in scope.

D. Evaluative Measures – (10 points)

The extent to which the application:

- 1) Identified measurable, evaluative measures to determine if program objectives have been met.
- 2) Defined the method proposed to monitor and evaluate the project results and the expertise of an evaluator if one is identified.
- 3) Described ongoing quality assurance/quality improvement strategies that will allow the early detection and modification of ineffective strategies.

E. Resources/Capabilities – (25 points)

The extent to which project personnel are qualified by training and/or experience to implement and carry out the project. The administrative capacity of the network .

The panel will evaluate how well the application:

- 1) Demonstrated the ability of the applicant organization to manage the project and personnel and to monitor Federal funds.
- 2) Identified the current financial systems in place and identify at least one permanent staff member that will be employed by the start date of the grant project period.
- 3) Provided information on development of a decision making board that consists primarily of representatives of the proposed network member organizations to ensure that the governing body, rather than an individual network member, makes the financial and programmatic decisions relating to the network and the network's activities.
- 4) Identified the individual who will serve as the interim director of the network and will be responsible for project monitoring and for ensuring the grant activities are carried out.
- 5) Described the roles of key personnel and how their roles relate to the network and the network project.
- 6) Documented a plan for sustaining the project activities that identified additional funding for current and future activities of the network (such as Network Member monetary and in-kind contributions, shared purchasing, shared personnel, collaborative service delivery)
- 7) Identified if the project has the potential to be replicated in other rural communities, if applicable.

F. Support Requested – (5 points)

The reasonableness of the proposed budget in relation to the objectives and anticipated results.

- 1) The extent to which the itemized budget table or spreadsheet included all of the anticipated expenditures and appears reasonable for the activities
- 2) How well the budget narrative logically documented how and why each line item request (such as personnel, travel, equipment, supplies, information technology, and contractual services) supported the goals and activities of the proposed grant-funded activities?

2. REVIEW AND SELECTION PROCESS

The Division of Independent Review (DIR) is responsible for managing objective reviews within HRSA. Applications competing for Federal funds receive an objective and independent review performed by a committee of experts qualified by training and experience in particular fields or disciplines related to the program that will be reviewed. In selecting review committee members, DIR may consider factors in addition to training and experience to improve the balance of a committee, e.g., geographic distribution. Each reviewer is screened to avoid conflicts of interest and is responsible for providing an objective, unbiased evaluation based on the review criteria noted above. The committee provides expert advice on the merits of each application to program officials responsible for final selections for award.

Funding Preference

The authorizing legislation for the Network Development Planning Grant Program provides a funding preference for some applications. Applications receiving a preference will be placed in a more competitive position among the applications that can be funded. Preference is available to:

- a) Those applications where the service area is located in officially designated health professional shortage areas (HPSAs) or medically underserved communities (MUCs) or serve medically underserved populations (MUPs).

To ascertain HPSA and MUP designation status, please refer to the following website:
<http://bhpr.hrsa.gov/shortage/index.htm>.

To qualify as a Medically Underserved Community (MUC), the project must include facilities that are federally designated as one of the following:

- i) Community Health Centers
- ii) Migrant Health Centers
- iii) Health Care for the Homeless Grantees
- iv) Public Housing Primary Care Grantees
- v) Rural Health Clinics
- vi) National Health Service Corps sites
- vii) Indian Health Service Sites
- viii) Federally Qualified Health Centers
- ix) Primary Medical Care Health Professional Shortage Areas
- x) Dental Health Professional Shortage Areas
- xi) Nurse Shortage Areas
- xii) State or Local Health Departments
- xiii) Ambulatory practice sites designated by State Governors as serving medically underserved communities; or

- b) Applications with projects that focus on primary care, and wellness and prevention strategies.

To receive a funding preference, the application should include a statement that the applicant is eligible for a funding preference and identifies the preference they are eligible for and includes documentation that they do qualify. An example of the request would be: “The network service areas included in the application are considered HPSAs or the applicant is a CHC.” An example of

the proof of designation would be to cite their HPSA score, etc, if applicable. This proof of eligibility statement must be included as **Attachment 1**. The request for a funding preference **must be included as Attachment 1** and **must have a heading that indicates this is the request for a funding preference**.

3. ANTICIPATED ANNOUNCEMENT DATES

Awards under this program will be announced on or before March 1, 2010.

VI. AWARD ADMINISTRATION INFORMATION

1. AWARD NOTICES

Each applicant will receive written notification of the outcome of the objective review process, including a summary of the expert committee's assessment of the application's merits and weaknesses, and whether the application was selected for funding. Applicants who are selected for funding may be required to respond in a satisfactory manner to Conditions placed on their application before funding can proceed. Letters of notification do not provide authorization to begin performance.

The Notice of Grant Award sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. Signed by the Grants Management Officer, it is sent to the applicant agency's Authorized Representative, and reflects the only authorizing document. It will be sent prior to the start date of March 1, 2010.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

Successful Applicants Must Comply With The Administrative Requirements Outlined In 45 CFR Part 74 Or 45 CFR Part 92, as Appropriate.

HRSA grant awards are subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to the grant based on recipient type and purpose of award. This includes, as applicable, any requirements in Parts I and II of the HHS GPS that apply to the award. The HHS GPS is available at <http://www.hrsa.gov/grants/>. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary (as specified in the Notice of Grant Award).

Public Policy Issuance

Healthy People 2010 is a national initiative led by HHS that sets priorities for all HRSA programs. The initiative has two major goals: (1) to increase the quality and years of a healthy life; and (2) eliminate our country's health disparities. The program consists of 28 focus areas and 467 objectives. HRSA has actively participated in the work groups of all the focus areas, and is committed to the achievement of the Healthy People 2010 goals.

Applicants must summarize the relationship of their projects and identify which of their programs objectives and/or sub-objectives relate to the goals of the Healthy People 2010 initiative.

Copies of the Healthy People 2010 may be obtained from the Superintendent of Documents or downloaded at the Healthy People 2010 website at <http://www.health.gov/healthypeople/document/>.

In addition, the publication, "A Companion Document Rural Healthy People 2010," may be a helpful resource as you develop project goals that further the goals of HP2010. Copies of this publication are available at <http://www.srph.tamushsc.edu/rhp2010/publications.htm> or through HRSA's Information Center by calling 1-888-ASK-HRSA.

Environmental Tobacco Smoke Requirements

The Public Health Service strongly encourages all award recipients to provide a smoke-free workplace and to promote the non-use of all tobacco products. Further, Public Law 103-227, the Pro-Children Act of 1994, prohibits smoking in certain facilities (or in some cases, any portion of a facility) in which regular or routine education, library, day care, health care or early childhood development services are provided to children.

3. REPORTING

The successful applicant under this guidance must comply with the following reporting and review activities:

a. Audit Requirements

Comply with audit requirements of Office of Management and Budget (OMB) Circular A-133. Information on the scope, frequency, and other aspects of the audits can be found on the Internet at www.whitehouse.gov/omb/circulars;

b. Payment Management Requirements

Submit a quarterly electronic PSC-272 via the Payment Management System. The report identifies cash expenditures against the authorized funds for the grant. Failure to submit the report may result in the inability to access grant funds. The **PSC-272** Certification page should be faxed to the PMS contact at the fax number listed on the 272 form, or it may be submitted to the:

Division of Payment Management
HHS/ASAM/PSC/FMS/DPM
PO Box 6021
Rockville, MD 20852
Telephone: (877) 614-5533;

c. Financial Status Reports

1. Submit a **Financial Status Report (SF 269)**. A financial status report is required within 90 days of the end of each budget period. The report is an accounting of expenditures under the project that year. More specific information will be included in the award notice;
2. Submit a **Progress Report(s)**. Further information will be provided in the award notice.
3. Submit other required reports as noted in your Notice of Grant Award.

VII. AGENCY CONTACTS

Applicants may obtain additional information regarding business, administrative or fiscal issues related to this grant announcement by contacting:

Nancy Gaines, Grants Management Specialist
HRSA/OFAM/Division of Grants Management Operations
Parklawn Building, Room 11A-02
5600 Fishers Lane
Rockville, MD 10857
Telephone: (301) 443-5238
Fax: (301)-443-6686
ngaines@hrsa.gov

Applicants may obtain additional information regarding programmatic issues by contacting:

Eileen Holloran
HRSA/ORHP/ Network Development Planning Grant Program
Parklawn Building, Room 9A-42
5600 Fishers Lane
Rockville, MD 10867
Telephone: (301) 443-7529
Fax: (301) 443-2803
eholloran@hrsa.gov

VIII. TECHNICAL ASSISTANCE CONFERENCE CALL

A Technical Assistance Conference Call has been scheduled for Tuesday, August 18, 2009 at 2:00 PM Eastern Time. To register for this call e-mail Mary Collier at mcollier@hrsa.gov before August 18 at noon Eastern Time. The call in information will be returned by e-mail as soon as we receive your registration. The information on how to register will also be available on the web at www.ruralhealth.hrsa.gov.

IX. PRE-APPLICATION PLANNING ADVICE

1. Experience has shown that successful applicants have engaged in an effective pre-application planning process involving all parties having a stake in the project. The Office urges significant community involvement in the project from the very beginning. Applicant organizations should work closely with community representatives and organizations that will be affected by the projects or involved with its implementation. Community involvement can be accomplished through the use of town meetings, focus groups, surveys and other appropriate techniques. A primary objective is to identify and reach consensus on community needs that will be addressed by the project. Community representatives and participating organizations should also be involved in setting the specific goals for the grant program and in decisions on the allocation of grant resources. Some applicants have

conducted a formal needs assessment in their communities or can rely on assessments conducted by others. If a formal needs assessment has not been conducted, applicants can demonstrate community needs through the use of demographic data for their community or region, State and national data and other appropriate information.

2. Projects that bring together multiple sources of support are encouraged. If other funding sources are available or anticipated (e.g. Federal, State, philanthropic, etc), it will strengthen the grant application. The Office is interested in developing strategies to address the health care needs of underserved populations that can be adapted to other rural communities around the country. Therefore, applicants should note in the application materials if the project being proposed is modeled after a program that was successful in another community.
3. Network Development Planning grants require substantive participation by at least three different organizations. Many applications fail to establish a meaningful and substantive role for each member of the network which results in the application receiving a less than satisfactory rating. All network members must be fully involved in the proposed project and all must work together to achieve the project goals.
4. Applicants that put off planning, consensus building and sign-off by appropriate consortium members until close to the application deadline may risk the appearance, in the final application, that the project does not have sufficient commitment by all network members. This weakness could jeopardize a positive review of the application. Please make sure the community and network members are involved from the start and final signatures are secured well before the application deadline. With the electronic submission process copies of letters of commitment can be attached or uploaded, however original letters of commitment, signed in blue ink, must be submitted within 30 days of notification of an award.
5. Prepare a complete budget for the full duration of your grant proposal. Your budget narrative should explain how the funds will be spent. The budget narrative must link back to the activities of the proposed project.
6. If the project is eligible for a Funding Preference make certain you determine which one you are eligible for and include your request.

X. COMMON DEFINITIONS

For the purpose of this guidance, the following terms are defined:

Budget Period - An interval of time into which the project period is divided for budgetary and reporting purposes.

Developmental Stages of Networks – Successful rural health networks pass through developmental states similar to the lifecycle of a single organization. The maturation process isn't necessarily linear and a network's effectiveness is not necessarily related to its age; changes in the industry, the market, and members' conditions can cause a temporary downturn or upswing in the network's effectiveness. For purposes of the application, networks can use the following three categories to identify their current state:

Formative: A formative network is in the start-up phase of becoming organized and typically has been in operation for less than two years. Usually the impetus for organizations to form a network is to address a particular problem faced within a community. A formative network typically focuses on program and strategic planning formalizes relationships among the network participants, and develops a strategic plan including performance measures and financial sustainability strategies. Prior collaboration is not required for network members.

Evolving: An evolving network typically has worked together for at least two or three years, may have begun to develop shared services, or developed joint community-based initiatives, and may have begun to integrate functions such as joint purchasing, information systems and shared staffing.

Mature: A mature network typically has been in existence for more than five years, has skilled and experienced staff as well as a highly functioning network board, and offers integrated products and services. It may engage in common resource planning and bring in revenue from diverse sources, thereby enabling it to build capital reserves and be financially self-sufficient.

Equipment - Durable items that cost over \$5,000 per unit and have a life expectancy of at least 1 year.

Grantee - A nonprofit or public entity or Tribal government or Tribal organization to which a grant is awarded and which is responsible and accountable for the use of the funds provided for the project.

Health Care Provider – Health care providers are defined as: hospitals, public health agencies, home health providers, mental health centers, substance abuse service providers, rural health clinics, primary care providers, oral health providers, social service agencies, health profession schools, local school districts, emergency services providers, community and migrant health centers, federally qualified health centers, Tribal health programs, churches and civic organizations that are/will be providing health related services.

Horizontal Network - A network composed of the same type of health care providers, e.g., all hospitals or all community health centers as one network.

Integrated Rural Health Network – A formal organizational arrangement among at least three separately owned health care providers or other entities that provide or support the delivery of health care services. The purpose of an Integrated Rural Health Network is to foster collaboration and integration of functions among network entities to strengthen the rural health care system.

Memorandum of Agreement – The Memorandum of Agreement is a written document that must be signed by all network member CEOs, Board Chairs or Tribal authorities to signify their formal commitment as network members. An acceptable MOA must describe the network purpose and activities in general; member responsibilities in terms of financial contribution, participation, and voting; and membership benefits.

Network Director - An individual designated by the grantee institution to direct the project or program being supported by the grant. The Network Director is responsible and accountable to the recipient organization officials for the proper conduct of the project or program. The entity (organization) is, in turn, legally responsible and accountable to the Office of Rural Health Policy and the Department of

Health and Human Services for the performance and financial aspects of the grant-supported activity. The interim Network Director may be employed by or under contract to the grantee organization. The permanent Network Director may be under contract to the grantee and the contractual agreement must be explained.

Nonprofit - Any entity that is a corporation or association of which no part of the net earnings may benefit private shareholders or individuals and is identified as nonprofit by the IRS.

Notice Of Grant Award - The legally binding document that serves as a notification to the recipient and others that a grant has been made, contains or references all terms of the award and documents the obligation of Federal funds in the Health and Human Services accounting system.

Project - All proposed activities specified in a grant applicant as approved for funding.

Project Period - The total time for which support of a discretionary project has been approved. A project period may consist of one or more budget periods. The total project period comprises the original project period and any extension periods.

State - Includes, in addition to the 50 States, the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, the Territories of the Virgin Islands, Guam, American Samoa, the Compact of Free Association Jurisdictions of the Republic of the Marshall Islands, the Republic of Palau, and the Federated States of Micronesia.

Telehealth - The use of electronic information and telecommunications technologies to support long-distance clinical health care, patient and professional health-related education, public health and health administration.

Tribal Government – Includes all Federally recognized tribes and state recognized tribes.

Tribal Organization – Includes an entity authorized by a Tribal government or consortia of Tribal governments.

Vertical Network – A network composed of a variety of health care provider types, e.g., a hospital, rural health clinic and public health department.

XI. TIPS FOR WRITING A STRONG APPLICATION

Include the DUNS Number – Your DUNS number must be included for the applicant to be reviewed. Applicants will not be reviewed without a DUNS number. To obtain a DUNS number, access www.dunandbradstreet.com or call 1-866-705-5711. Include the DUNS number in item 8c on the applicant face page.

Register in Grants.gov immediately – In order to register in Grants.gov you must have a DUNS/CCR number. See instructions in Appendix A section 3 and Appendix B for more information on registering in Grants.gov. If you have never registered in Grants. Gov, the process can take up to two weeks to complete.

Keep your audience in mind – Reviewers will use only the information contained in the applicant to assess the applicant. Do not assume that reviewers are familiar with the applicant organization, service area, barriers to health care or health care needs in your community. Keep the review criteria in mind when writing the applicant. The applicant should make sure the applicant responds to each program requirement.

Be responsive to the review criteria – Reviewers will assess an applicant based on the review criteria beginning in Section V., 1. Make sure the elements in the review criteria are included in the Project Narrative (section IV, page 20).

Start preparing the application early – Allow plenty of time to gather required information from various sources. Find out about current and previous grantees on our web site: www.ruralhealth.hrsa.gov.

Follow the instructions in this guidance carefully – The instructions call for a particular organization of the materials, and reviewers are accustomed to finding information in specific places. Avoid the risk of having reviewers hunt through your application for information.

Be brief, concise and clear – Make your points understandable. Provide accurate and honest information, including candid accounts of problems and realistic plans to address them. If any required information or data is omitted, explain why. Make sure the information provided in each table, chart, attachment, etc., is consistent with the proposal narrative and information in other tables. Your budget should reflect back to the proposed activities and all forms should be filled in accurately and completely.

Be organized and logical – Many applicants fail because the reviewers cannot follow the thought process of the applicant or because parts of the applicant do not fit together.

Be careful in the use of attachments – Do not use the attachments for information that is required in the body of the applicant. Be sure to cross-reference all tables and attachments to the appropriate text in the application. Be sure to upload the attachments in the order indicated in the forms.

Carefully proofread the application – Misspellings and grammatical errors will impede reviewers in understanding the application. Limit the use of abbreviations and acronyms and define each one at its first use and periodically throughout application. Make sure you submit your application in final form, without markups.

Print out and carefully review the electronic application to ensure accuracy and completion. When submitting electronically, print out the application before submitting it to ensure appropriate formatting and adherence to page limit requirements. **Check to ensure that all attachments are included before sending the application forward.**

Ensure that all information is submitted at the same time - We will not consider additional information and/or materials submitted after your initial submission, nor will we accept e-mailed applications or supplemental materials once your application has been received.

XII. USEFUL WEBSITES

Several sources offer data and information that will help you in preparing the applicant. Applicants are especially encouraged to review the reference materials available at the Academy for Health Services Research and Health Policy/Robert Wood Johnson's Networking for Rural Health website:

RESOURCE	<u>WEB SITE ADDRESS</u>
<p>Academy for Health Services Research and Health Policy/ Robert Wood Johnson's Networking for Rural Health</p> <p>Reference material available at the website:</p> <ul style="list-style-type: none"> • Principles of Rural Health Network Development and Management • Strategic Planning for Rural Health Networks • Rural Health Network Profile Tool • The Science and Art of Business Planning for Rural Health Networks • Shared Services: The Foundation of Collaboration • Formal Rural Health Networks: A Legal Primer 	<p>http://www.academyhealth.org</p> <p>click on search and enter rural health network</p>
<p>The Rural Assistance Center (RAC)</p> <p>The RAC is a new national resource for rural health and human services information. This Center serves as a single-point-of-entry for rural Americans.</p>	<p>http://www.raconline.org</p> <p>1-800-270-1898</p>
<p>Health Resources and Services Administration</p> <p>Offers links to helpful data sources including State Health Department sites, which often offer data.</p>	<p>http://www.hrsa.gov</p>
<p>Health Workforce</p> <p>Provides profiles on the health workforce by State.</p>	<p>http://www.bhpr.hrsa.gov/healthworkforce</p>
<p>National Center for Health Statistics provides Statistics for the different populations</p>	<p>http://www.cdc.gov/nchs/</p>
<p>Kaiser Family Foundation Website</p> <p>Excellent resource for data and information.</p>	<p>http://www.kff.org</p> <p>http://www.statehealthfacts.kff.org</p>
<p>Maternal and Child Health Data System</p> <p>Offers data by State on services to women and children.</p>	<p>https://performance.hrsa.gov/mchb/mchreports/</p>

Rural Workforce Guide – Workforce Information by State	http://www.healthworkforce.org/guide/index.htm
Rural Health Resource Center - Information on Rural hospitals. This site provides technical assistance, information, education and other resources to rural health care providers and their communities	www.ruralcenter.org

APPENDIX A: HRSA'S ELECTRONIC SUBMISSION USER GUIDE

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1. Introduction

1.1 Document Purpose and Scope

Applicants submitting new, competing continuation and most noncompeting continuation applications are required to submit electronically through Grants.gov. All applicants must submit in this manner unless the applicant is granted a written exemption by the Director of HRSA's Division of Grants Policy.

The purpose of this document is to provide detailed instructions to help applicants and grantees submit applications electronically to HRSA through Grants.gov. The document is intended to be the comprehensive source of information related to the grant submission processes and will be updated periodically. This document is not meant to replace program guidance documents for funding announcements.

 **NOTE:** In order to view, complete and submit an application package, you will need to download both PureEdge Viewer and the compatible version of Adobe Reader software. Formerly, Grants.gov supported only PureEdge Viewer. Grants.gov is currently phasing out PureEdge Viewer, replacing it with Adobe Reader. Applicants should continue using PureEdge to submit application packages published in that format. Going forward, however, Grants.gov will support only Adobe Reader. All new packages will be published only in the Adobe Reader format. Therefore, all applicants must use the Adobe Reader version 8.1.1 or later to successfully submit an application.

1.2 Document Organization and Version Control

This document contains six (6) sections apart from the Introduction. Following is the summary:

Section	Description
2. Noncompeting Continuation Application	Provides detailed instructions to existing HRSA grantees for applying electronically using Grants.gov for all noncompeting announcements
3. Competing Application through Grants.gov Only (w/o HRSA EHBs Verification)	Provides streamlined instructions to applicant organizations for electronic online application using Grants.gov for competing announcements that do <u>not</u> require HRSA EHBs verification.
4. Competing Application through Grants.gov and HRSA EHB Input/Verification (with HRSA EHBs Verification)	Provides detailed instructions for applying electronically using Grants.gov and HRSA EHBs for competing announcements that require the EHBs verification.
5. General Instructions for Application Submission	Provides instructions and important policy guidance on application format requirements
6. Customer Support Information	Provides contact information to address technical and programmatic questions
7. Frequently Asked Questions (FAQs)	Provides answers to frequently asked questions by various categories

This document is under version control. Please visit <http://www.hrsa.gov/grants> to retrieve the latest published version.

2. Noncompeting Continuation Application

2.1 Process Overview

The following is the process for submitting a noncompeting continuation application through Grants.gov:

1. HRSA will communicate the noncompeting announcement number to the project director (PD) and authorizing official (AO) listed on the most recent Notice of Grant Award (NGA) via email. The announcement number will be required to search for the announcement/funding opportunity when applying in Grants.gov.
2. Search for the announcement/funding opportunity in Grants.gov **Apply for Grants**.
3. Download the application package and instructions from Grants.gov. The program guidance is part of the instructions that must be downloaded.
4. Save a local copy of the application package on your computer or organization's shared drive and complete all the forms based on the instructions provided in the program guidance.
5. Submit the application package through Grants.gov. (Requires registration)
6. Track the status of your submitted application at Grants.gov until you receive an email notification from Grants.gov that your application has been received by HRSA.
7. HRSA Electronic Handbooks (EHBs) software pulls the application information into EHBs and validates the data against HRSA's business rules. HRSA sends an email to the PD, AO, business official (BO), and application point of contact (POC) to review the application in the HRSA EHBs for validation errors and enter additional information, including in some cases, performance measures, necessary to process the noncompeting continuation.
8. The PD logs into the HRSA EHBs to enter all additional information necessary to process the application. The PD must also provide the AO submission rights for the application.
9. AO verifies the application in HRSA EHBs, fixes any remaining validation errors, makes necessary corrections and submits the application to HRSA. (Requires registration in EHBs)

2.2 Grantee Organization Needs to Register With Grants.gov (if not already registered)

Grants.gov requires a **one-time** registration by the applicant organization and annual updating. This is a three step process and should be completed by any organization wishing to apply for a grant. If you do not complete this registration process you will not be able to submit an application. The registration process will require some time (anywhere from 5 business days to a month). Therefore, applicants or those considering applying at some point in the future should register immediately. Registration with Grants.gov provides the individuals from the organization the required credentials in order to submit an application.

If an applicant organization has already completed Grants.gov registration for HRSA or another Federal agency, skip to section 2.3.

For those applicant organizations still needing to register with Grants.gov, registration information can be found on the Grants.gov Get Started website (<http://www.grants.gov/GetStarted>). To be able to successfully register in Grants.gov, it is necessary that you complete all of the following required actions:

- Obtain an organizational Data Universal Number System (DUNS) number
- Register the organization with Central Contractor Registry (CCR)
- Identify the organization's E-Business POC (Point of Contact)
- Confirm the organization's CCR "Marketing Partner ID Number (M-PIN)" password
- Register an Authorized Organization Representative (AOR)
 - o Obtain a username and password from the Grants.gov Credential Provider
 - o Register the username and password with Grants.gov
 - o Get authorized as an AOR by your organization

In addition, allow for extra time if an applicant does not have a Taxpayer Identification Number (TIN) or Employer Identification Number (EIN). The CCR also validates the EIN against Internal Revenue Service records, a step that will take an additional one to five business days.

Please direct questions regarding Grants.gov registration to the Grants.gov Contact Center at Tel.: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time, excluding Federal holidays.

 **NOTE: It is recommended that this registration process be completed at least two weeks prior to the submittal date of your organization's first Grants.gov submission.**

2.3 Project Director and Authorizing Official Register with HRSA EHBs (if not already registered)

In order to access your noncompeting continuation application in HRSA EHBs, existing grantee organizations must register within the EHBs. The purpose of the registration process is to collect consistent information from all users, avoid collection of redundant information and allow for the unique identification of each system user. Note that registration within HRSA EHBs is required only **once for each user. Note that HRSA EHBs now allow the user to use his/her single username and associate it with more than one organization.**

Registration within HRSA EHBs is a two-step process. In the first step, individual users from an organization who participate in the grants process such as applying for noncompeting continuations must create **individual** system accounts. In the second step, the users must associate themselves with the appropriate grantee organization. **To find your organization record use the 10-digit grant number from the Notice of Grant Award (NGA) belonging to your grant.** Note that since all existing grantee organization records already exist within EHBs, there is no need to create a new one.

To complete the registration quickly and efficiently we recommend that you have the following information handy:

1. Identify your role in the grants management process. HRSA EHBs offer the following three functional roles for individuals from applicant/grantee organizations:
 - Authorizing Official (AO),
 - Business Official (BO), and
 - Other Employee (for project directors, assistant staff, AO designees and others).For more information on functional responsibilities refer to the HRSA EHBs online help.
2. Ensure you have the 10-digit grant number from the latest NGA belonging to your grant (Box 4b on NGA). You must use the grant number to find your organization during registration. All individuals from the organization working on the grant must use the same grant number to ensure correct registration.

In order to access the noncompeting application, the project director and other participants have to register the specific grant and add it to their respective portfolios. This step is required to ensure that only the authorized individuals from the organization have access to grant data. **Project directors will need the last released NGA in order to complete this additional step.** Again, note that this is a one-time requirement.

The project director must give the necessary privileges to the AO and other individuals who will assist in the noncompeting continuation application submission using the administer feature in the grant handbook. The project director should also delegate the "Administer Grant Users" privilege to the AO.

Once you have access to your grant handbook, use the "Noncompeting Continuations" link under the deliverables section to access your noncompeting application.

Note that registration with HRSA EHBs is independent of Grants.gov registration.

For assistance in registering with HRSA EHBs, call the HRSA Call center at 877-Go4-HRSA (877-464-4772) between 9:00 am to 5:30 pm ET or email callcenter@hrsa.gov.

 **NOTE: You must use your 10-digit grant number (box 4b from NGA) to identify your organization.**

2.4 Apply through Grants.gov

2.4.1 Find Funding Opportunity

Search for the announcement in Grants.gov **Apply** (<http://www.grants.gov/Apply>).

Enter the announcement number communicated to you in the field *Funding Opportunity Number*. (Example announcement number: 5-S45-06-001)

 **NOTE: Noncompeting announcements are not available in Grants.gov FIND!**

2.4.2 Download Application Package

Download the application package and instructions. Application packages are posted in either PureEdge or Adobe Reader format. Note: ALL Application packages posted after September 24, 2008 may be posted in Adobe Reader. To ensure that you can view the application package and instructions, you should download and install the following applications:

- PureEdge Viewer
(http://www.grants.gov/help/download_software.jsp#pureedge)
- Adobe Reader
(http://www.grants.gov/help/download_software.jsp#adobe811).

 **NOTE: Please review the system requirements for PureEdge Viewer and Adobe Reader at http://www.grants.gov/help/download_software.jsp.**

2.4.3 Complete Application

Complete the application using both the built-in instructions and the instructions provided in the program guidance. Ensure that you save a copy of the application on your local computer.

 **NOTE: Ensure that you provide your 10-digit grant number (box 4b from NGA) in the Federal Award Identifier field (box 5b in SF424 or box 4 in SF424 R&R)**

For more information on using PureEdge Viewer, please refer to Section 7.1.2.1 below. Note: Opportunities posted after September 24, 2008 are posted in Adobe Reader.

Please direct questions regarding PureEdge to Grants.gov. Contact the Grants.gov Contact Center at Tel.: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time, excluding Federal holidays.

For more information on using Adobe Reader, please refer to Section 7.1.2.2 below.

For assistance with program guidance related questions, please contact the program contact listed on the program guidance.

 **NOTE: You can complete the application offline – you do not have to be connected to the Internet.**

2.4.4 Submit Application

The application package will be ready for submission when you have downloaded the application package, completed all required forms, attached all required documents, and saved a copy of the completed application on your local computer.

- In PureEdge, click on the "Submit" button when you have done all of the above and are ready to send your completed application to Grants.gov.
- In Adobe Reader 8.1.2, click on the "Save and Submit" button when you have done all of the above and are ready to send your completed application to Grants.gov.

Review the provided application summary to confirm that the application will be submitted to the program you wish to apply for. To submit, you will be asked to Log into Grants.gov. Once you have logged in, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. Note that a Grants.gov Tracking number will be provided on this screen. Please record this number so that you may refer to it for all subsequent help.

Please direct questions regarding application submission to the Grants.gov Contact Center at Tel.: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time, excluding Federal holidays.

 **NOTE: You must be connected to the Internet and must have a Grants.gov username and password to submit the application package.**


2.4.5 Verify Status of Application in Grants.gov

Once Grants.gov has received your submission, Grants.gov will send email messages to the PD, AO, and the POC listed in the application advising of the progress of the application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system ("Received"), and the second will indicate that the application has either been successfully validated ("Validated") by the system prior to transmission to the grantor agency or has been rejected due to errors ("Rejected with Errors").

If your application has been rejected because of errors, you must correct the application and resubmit it to Grants.gov. If you are unable to resubmit because the opportunity has since closed, **contact the HRSA Call Center** at 877-Go4-HRSA (877-464-4772) between 9:00 am to 5:30 pm ET or email callcenter@hrsa.gov. You may be asked to provide a copy of the "Rejected with Errors" notification you received from Grants.gov.


You can check the status of your application(s) anytime after submission by logging into Grants.gov and clicking on the 'Check Application Status' link on the left side of the page.

If there are no errors, the application will be downloaded by HRSA. On successful download at HRSA, the status of the application will change to "Received by Agency" and the contacts listed in the application will receive an additional email from Grants.gov. Subsequently within two to three business days the status will change to "Agency Tracking Number Assigned" and the contacts listed in the application will receive yet another email from Grants.gov.

 **NOTE: It is recommended that you check the status of your application in Grants.gov until the status is changed to "Agency Tracking Number Assigned".**

2.5 Verify in HRSA Electronic Handbooks

For assistance in registering with or using HRSA EHBs, call 877-GO4-HRSA (877-464-4772) between 9:00 am to 5:30 pm ET or email callcenter@hrsa.gov.

 **NOTE: The Project Director for the grant must be registered in HRSA EHBs and have added the grant to the grants portfolio for which the noncompeting application is being submitted for further actions.**

2.5.1 Verify Status of Application

Once the application is received by HRSA, it will be processed to ensure that the application is submitted for the correct funding announcement, with the correct grant number and grantee organization. Upon this processing, which is expected to take up to two to three business days, HRSA will assign a unique tracking number to your application. This tracking number will be posted to Grants.gov and the status of your application will be changed to “Agency Tracking Number Assigned”; you will receive yet another email from Grants.gov. Note the HRSA tracking number and use it for all correspondence with HRSA. At this point, the application is ready for review and submission in HRSA EHBs.

HRSA will send an email to the PD, AO, POC for the application, and the BO – all listed on the submitted application, to confirm the application was successfully received. The email will also be sent to the PD listed on the most recent NGA, if different than the PD listed on the application. Because email is not always reliable, please check the HRSA EHBs or Grants.gov to see if the application is available for review in HRSA EHBs.

 **NOTE: Because email may be unreliable, check HRSA EHBs within two to three business days from submission within Grants.gov for availability of your application.**

2.5.2 Manage Access to the Application

You must be registered in HRSA EHBs to access the application. To ensure that only the right individuals from the organization get access to the application, you must follow the process described earlier.

The PD, using the Administer Users feature in the grant handbook, must give the necessary privileges to the AO and other individuals who will assist in the submission of the noncompeting continuation application. Project directors must also delegate the “Administer Grant Users” privilege to the AO so that future administration can be managed by the AO.

Once you have access to your grant handbook, use the “Noncompeting Continuations” link under the deliverables section to access your noncompeting application.

2.5.3 Check Validation Errors


HRSA EHBs will apply HRSA’s business rules to the application received through Grants.gov. All validation errors are recorded and displayed to the applicant. To view the validation errors use the ‘Grants.gov Data Validation Comments’ link on the application status page in HRSA EHBs.

2.5.4 Fix Errors and Complete Application

Applicants must review the errors in HRSA EHBs and make necessary changes. Applicants must also complete the detailed budget and other required forms in HRSA EHBs and assign an AO who must be a registered user in the HRSA EHBs. HRSA EHBs will show the status of each form in the application package and the status of all forms must be “Complete” in the summary page before the HRSA EHBs will allow the application to be submitted.


2.5.5 Submit Application

To submit an application, you must have the ‘Submit Noncompeting Continuation’ privilege. This privilege must be given by the project director to the AO or a designee. Once all forms are complete, the application can be submitted to HRSA.

 **NOTE:** You will have two weeks from the date the application was due in Grants.gov for submission of the remaining information in HRSA EHBs. The new due date will be listed in HRSA EHBs.

3. Competing Application (Entire Submission Through Grants.gov- No verification required within HRSA EHBs)

3.1 Process Overview

 **NOTE:** Use the program guidance to determine if verification in HRSA EHBs is required. If verification is required, you should refer to Section 4. If verification is not required, continue reading this section.

Following is the process for submitting a competing application through Grants.gov:

1. HRSA will post all competing announcements on Grants.gov FIND (<http://grants.gov/search/>). Announcements are typically posted at the beginning of the fiscal year when HRSA releases its annual Preview, although program guidances are generally not available until later. For more information visit <http://www.hrsa.gov/grants>.
2. When program guidance is available, search for the announcement in Grants.gov Apply (<http://www.grants.gov/Apply>).
3. Download the application package and instructions from Grants.gov. The program guidance is also part of the instructions that must be downloaded.
4. Save a local copy of the application package on your computer and complete all the forms based on the instructions provided in the program guidance.
5. Submit the application package through Grants.gov. (Requires registration)
6. Track the status of your submitted application at Grants.gov until you receive a notification from Grants.gov that your application has been received by HRSA.

3.2 Grantee Organization Needs to Register With Grants.gov (if not already registered)

Grants.gov requires a **one-time** registration by the applicant organization and annual updating. This is a three step process and should be completed by any organization wishing to apply for a grant. If you do not complete this registration process you will not be able to submit an application. The registration process will require some time (anywhere from 5 business days to a month). Therefore, applicants or those considering applying at some point in the future should register immediately. Registration with Grants.gov provides the individuals from the organization the required credentials in order to submit an application.

If an applicant organization has already completed Grants.gov registration for HRSA or another Federal agency, should skip to section 3.3 below.

For those applicant organizations still needing to register with Grants.gov, registration information can be found on the Grants.gov Get Started website (<http://www.grants.gov/GetStarted>). To be able to successfully register in Grants.gov, it is necessary that you complete all of the following required actions:

- Obtain an organizational Data Universal Number System (DUNS) number
- Register the organization with Central Contractor Registry (CCR)
- Identify the organization's E-Business POC (Point of Contact)
- Confirm the organization's CCR "Marketing Partner ID Number (M-PIN)" password
- Register an Authorized Organization Representative (AOR)
 - o Obtain a username and password from the Grants.gov Credential Provider
 - o Register the username and password with Grants.gov
 - o Get authorized as an AOR by your organization

In addition, allow for extra time if an applicant does not have a Taxpayer Identification Number (TIN) or Employer Identification Number (EIN). The CCR also validates the EIN against Internal Revenue Service records, a step that will take an additional one to five business days.

Please direct questions regarding Grants.gov registration to the Grants.gov Contact Center at Tel.: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time, excluding Federal holidays.

NOTE: It is recommended that this registration process be completed at least two weeks prior to the submittal date of your organization's first Grants.gov submission.

3.3 Apply through Grants.gov

3.3.1 Find Funding Opportunity

Search for announcements in Grants.gov **FIND** (<http://grants.gov/search/>) and select the announcement that you wish to apply for. Refer to the program guidance for eligibility criteria.

Please visit <http://www.hrsa.gov/grants> to read annual HRSA Preview.

NOTE: All competing announcements should be available in Grants.gov FIND! When program guidance is release, announcements are made available in Grants.gov APPLY.

3.3.2 Download Application Package

Download the application package and instructions. Application packages are posted in either PureEdge or Adobe Reader format. Note: ALL Application packages posted after September 24, 2008 may be posted in Adobe Reader. To ensure that you can view the application package and instructions, you should download and install the following applications:

- PureEdge Viewer
(http://www.grants.gov/help/download_software.jsp#pureedge)
- Adobe Reader
(http://www.grants.gov/help/download_software.jsp#adobe811).

NOTE: Please review the system requirements for PureEdge Viewer and Adobe Reader at http://www.grants.gov/help/download_software.jsp.

3.3.3 Complete Application

Complete the application using both the built-in instructions and the instructions provided in the program guidance. Ensure that you save a copy of the application on your local computer.


NOTE: If you are applying for a competing continuation or a supplemental grant, ensure that you provide your 10-digit grant number (box 4b from NGA) in the Federal Award Identifier field (box 5b in SF424 or box 4 in SF424 R&R)

For more information on using PureEdge Viewer, please refer to Section 7.1.2.1 below. Note: Opportunities posted after September 24, 2008 are posted in Adobe Reader.

Please direct questions regarding PureEdge to Grants.gov. Contact the Grants.gov Contact Center at Tel.: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time, excluding Federal holidays.

For more information on using Adobe Reader, please refer to Section 7.1.2.2 below.

For assistance with program guidance related questions, please contact the program contact listed on the program guidance.

 **NOTE: You can complete the application offline – you do not have to be connected to the Internet.**

3.3.4 Submit Application

The application package will be ready for submission when you have downloaded the application package, completed all required forms, attached all required documents, and saved a copy of the completed application on your local computer.

- In PureEdge, click on the "Submit" button when you have done all of the above and are ready to send your completed application to Grants.gov.
- In Adobe Reader 8.1.2, click on the "Save and Submit" button when you have done all of the above and are ready to send your completed application to Grants.gov.

Review the provided application summary to confirm that the application will be submitted to the program you wish to apply for. To submit, you will be asked to Log into Grants.gov. Once you have logged in, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. Note that a Grants.gov Tracking number will be provided on this screen. Please record this number so that you may refer to it for all subsequent help.

Please direct questions regarding application submission to the Grants.gov Contact Center at Tel.: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time, excluding Federal holidays.

 **NOTE: You must be connected to the Internet and must have a Grants.gov username and password to submit the application package.**

3.3.5 Verify Status of Application in Grants.gov


Once Grants.gov has received your submission, Grants.gov will send email messages to the PD, AO, and the POC listed in the application, to advise you of the progress of the application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system ("Received"), and the second will indicate that the application has either been successfully validated ("Validated") by the system prior to transmission to the grantor agency or has been rejected due to errors ("Rejected with Errors").

In case of any errors, you must correct the application and resubmit it to Grants.gov. If you are unable to resubmit because the opportunity has since closed, **contact the Director of the Division of Grants Policy** via email at DGPPWaivers@hrsa.gov and thoroughly explain the situation; include a copy of the "Rejected with Errors" notification.

You can check the status of your application(s) anytime after submission by logging into Grants.gov and clicking on the 'Check Application Status' link on the left side of the page.


If there are no errors, the application will be downloaded by HRSA. On successful download at HRSA, the status of the application will change to "Received by Agency" and the contacts listed in the application will receive an additional email from Grants.gov.

Once your application is received by HRSA, it will be processed to ensure that the application is submitted for the correct funding announcement, with the correct grant number (if applicable), and applicant/grantee organization. Upon this processing, which is expected to take up to two to three business days, HRSA will assign a unique tracking number to your application. This tracking number will be posted to Grants.gov and the status of your application will be changed to "Agency Tracking Number Assigned"; you will receive yet another email from Grants.gov. Note the HRSA tracking number and use it for all correspondence with HRSA.

 **NOTE:** It is recommended that you check the status of your application in Grants.gov until the status is changed to “Agency Tracking Number Assigned”.

4. Competing Application (Submitted Using Both Grants.gov and HRSA EHBs, verification required within HRSA EHBs)

4.1 Process Overview

 **NOTE:** You should review program guidance to determine if verification in HRSA EHBs is required. If verification is NOT required, you should refer to Section 3. If verification is required, continue reading this section.

Following is the process for submitting a competitive application through Grants.gov with verification required within HRSA EHBs:

1. HRSA will post all competing announcements on Grants.gov FIND (<http://grants.gov/search/>). Announcements are typically posted at the beginning of the fiscal year when HRSA releases its annual Preview, although program guidances are generally not available until later. For more information visit <http://www.hrsa.gov/grants>
2. When program guidance is available, search for the announcement in Grants.gov Apply (<http://www.grants.gov/Apply>).
3. Download the application package and instructions from Grants.gov. The program guidance is also part of the instructions that must be downloaded. (Confirm from the program guidance if verification is required in HRSA EHBs. If it is not required, you must refer to section 3 of this document.) Note the *announcement number* as it will be required later in the process.
4. Save a local copy of the application package on your computer and complete all the standard forms based on the instructions provided in the program guidance.
5. Submit the application package through Grants.gov. (Requires registration) Note the *grants.gov tracking number* as it will be required later in the process.
6. Track the status of your submitted application at Grants.gov until you receive a notification from Grants.gov that your application has been received by HRSA.
7. HRSA Electronic Handbooks (EHBs) software pulls the application information into EHBs and validates the data against HRSA's business rules.
8. HRSA notifies the project director, authorizing official (AO), business official (BO) and application point of contact (POC) by email to check HRSA EHBs for results of HRSA validations and enter supplemental information required to process the competing application. Note the *HRSA EHBs tracking number* from the email.
9. The application in HRSA EHBs is validated by a user from the applicant organization by providing three independent data elements (Announcement Number, Grants.gov Tracking Number and HRSA EHBs Tracking Number).
10. The AO verifies the pending application in HRSA EHBs, fixes any validation errors, and makes necessary corrections. Supplemental forms are completed. AO submits the application to HRSA.

4.2 Grantee Organization Needs to Register With Grants.gov (if not already registered)

Grants.gov requires a **one-time** registration by the applicant organization and annual updating. This is a three step process and should be completed by any organization wishing to apply for a grant. If you do not complete this registration process you will not be able to submit an application. The registration process will require some time (anywhere from 5 business days to a month). Therefore, applicants or those considering applying at some point in the future should register immediately. Registration with Grants.gov provides the individuals from the organization the required credentials in order to submit an application.


If an applicant organization has already completed Grants.gov registration for HRSA or another Federal agency, should skip to the next section.

For those applicant organizations still needing to register with Grants.gov, registration information can be found on the Grants.gov Get Started website (<http://www.grants.gov/GetStarted>). To be able to successfully register in Grants.gov, it is necessary that you complete all of the following required actions:

- Obtain an organizational Data Universal Number System (DUNS) number
- Register the organization with Central Contractor Registry (CCR)
- Identify the organization's E-Business POC (Point of Contact)
- Confirm the organization's CCR "Marketing Partner ID Number (M-PIN)" password
- Register an Authorized Organization Representative (AOR)
 - o Obtain a username and password from the Grants.gov Credential Provider
 - o Register the username and password with Grants.gov
 - o Get authorized as an AOR by your organization

In addition, allow for extra time if an applicant does not have a Taxpayer Identification Number (TIN) or Employer Identification Number (EIN). The CCR also validates the EIN against Internal Revenue Service records, a step that will take an additional one to five business days.

Please direct questions regarding Grants.gov registration to the Grants.gov Contact Center at Tel.: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time, excluding Federal holidays.

 **NOTE: It is recommended that this registration process be completed at least two weeks prior to the submittal date of your organization's first Grants.gov submission.**

4.3 Register with HRSA EHBs (if not already registered)

In order to access the competitive application in HRSA EHBs, the AO (and other application preparers) must register in HRSA EHBs. The purpose of the registration process is to collect consistent information from all users, avoid collection of redundant information and allow for the unique identification of each system user. Note that registration within HRSA EHBs is required only **once for each user. Note that HRSA EHBs now allow the user to use his/her single username and associate it with more than one organization.**

Registration within HRSA EHBs is a two-step process. In the first step, individual users from an organization who participate in the grants process must create **individual** system accounts. In the second step, the users must associate themselves with the appropriate grantee organization.

Once the individual is registered, they are given two options. One, they can search for an existing organization using the **10-digit grant number** from the **Notice of Grant Award (NGA)**. Secondly, if the grant number is not known or if the organization has never received a grant from HRSA, they can search using the **HRSA EHBs Tracking Number**. Your organization's record is created in HRSA EHBs based on information entered in Grants.gov.


To complete the registration quickly and efficiently we recommend that you identify your role in the grants management process. HRSA EHBs offer the following three functional roles for individuals from applicant/grantee organizations:

- Authorizing Official (AO),
- Business Official (BO), and
- Other Employee (for project directors, assistant staff, AO designees and others).

For more information on functional responsibilities refer to the HRSA EHBs online help. Note that registration with HRSA EHBs is independent of Grants.gov registration.

Note that once the registration is completed, any one user from the organization needs to go through an additional step to get access to the application in HRSA EHBs. This is required to ensure that only the right individuals have access to the competing application. In this step, the first user is challenged to enter the announcement number, grants.gov tracking number and the HRSA EHBs tracking number. Once the individual has successfully provided this information and received access to the application, other users can be given access through the 'Peer Access' feature within HRSA EHBs.

For assistance in registering with HRSA EHBs, call 877-GO4-HRSA (877-464-4772) between 9:00 am to 5:30 pm ET or email callcenter@hrsa.gov.


 **IMPORTANT: You must use your HRSA EHBs Tracking Number to identify your organization.**

4.4 Apply through Grants.gov

4.4.1 Find Funding Opportunity

Search for announcements in Grants.gov **FIND** (<http://grants.gov/search/>) and select the announcement that you wish to apply for. Refer to the program guidance for eligibility criteria.

Please visit <http://www.hrsa.gov/grants> to read annual HRSA Preview.

 **NOTE: All competing announcements should be available in Grants.gov FIND! When program guidance is release, announcements are made available in Grants.gov APPLY.**

4.4.2 Download Application Package

Download the application package and instructions. Application packages are posted in either PureEdge or Adobe Reader format. Note: ALL Application packages posted after September 24, 2008 may be posted in Adobe Reader. To ensure that you can view the application package and instructions, you should download and install the following applications:

- PureEdge Viewer
(http://www.grants.gov/help/download_software.jsp#pureedge)
- Adobe Reader
(http://www.grants.gov/help/download_software.jsp#adobe811).

 **NOTE: Please review the system requirements for PureEdge Viewer and Adobe Reader at http://www.grants.gov/help/download_software.jsp**

4.4.3 Complete Application

Complete the application using both the built-in instructions and the instructions provided in the program guidance. Ensure that you save a copy of the application on your local computer.


 **NOTE: Ensure that you provide your 10-digit grant number (box 4b from NGA) in the Federal Award Identifier field (box 5b in SF424 or box 4 in SF424 R&R)**

For more information on using PureEdge Viewer, please refer to Section 7.1.2.1 below. Note: Opportunities posted after September 24, 2008 are posted in Adobe Reader.

Please direct questions regarding PureEdge to Grants.gov. Contact the Grants.gov Contact Center at Tel.: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time, excluding Federal holidays.

For more information on using Adobe Reader, please refer to Section 7.1.2.2 below.

For assistance with program guidance related questions, please contact the program contact listed on the program guidance.

 **NOTE: You can complete the application offline – you do not have to be connected to the Internet.**

4.4.4 Submit Application

The application package will be ready for submission when you have downloaded the application package, completed all required forms, attached all required documents, and saved a copy of the completed application on your local computer.

- In PureEdge, click on the "Submit" button when you have done all of the above and are ready to send your completed application to Grants.gov.
- In Adobe Reader 8.1.2, click on the "Save and Submit" button when you have done all of the above and are ready to send your completed application to Grants.gov.

Review the provided application summary to confirm that the application will be submitted to the program you wish to apply for. To submit, you will be asked to Log into Grants.gov. Once you have logged in, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. Note that a Grants.gov Tracking number will be provided on this screen. Please record this number so that you may refer to it for all subsequent help.

Please direct questions regarding application submission to the Grants.gov Contact Center at Tel.: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time, excluding Federal holidays.

 **NOTE: You must be connected to the Internet and must have a Grants.gov username and password to submit the application package.**


4.4.5 Verify Status of Application

Once Grants.gov has received your submission, Grants.gov will send email messages to the PD, AO, and the POC listed in the application to advise of the progress of the application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system ("Received"), and the second will indicate that the application has either been successfully validated ("Validated") by the system prior to transmission to the grantor agency or has been rejected due to errors ("Rejected with Errors").

If your application has been rejected because of errors, you must correct the application and resubmit it to Grants.gov. If you are unable to resubmit because the opportunity has since closed, **contact the HRSA Call Center** at 877-Go4-HRSA (877-464-4772) between 9:00 am to 5:30 pm ET or email callcenter@hrsa.gov. You may be asked to provide a copy of the "Rejected with Errors" notification you received from Grants.gov.

You can check the status of your application(s) anytime after submission by logging into Grants.gov and clicking on the 'Check Application Status' link on the left side of the page.

If there are no errors, the application will be downloaded by HRSA. On successful download at HRSA, the status of the application will change to "Received by Agency" and the contacts listed in the application will receive an additional email from Grants.gov. Subsequently within two to three business days the status will change to "Agency Tracking Number Assigned" and the contacts listed in the application will receive yet another email from Grants.gov.

 **NOTE: It is recommended that you check the status of your application in Grants.gov until the status is changed to "Agency Tracking Number Assigned".**

4.5 Verify in HRSA Electronic Handbooks

For assistance in registering with or using HRSA EHBs, call 877-GO4-HRSA (877-464-4772) between 9:00 am to 5:30 pm ET or email callcenter@hrsa.gov.

NOTE: The authorizing official submitting the application must be registered in HRSA EHBs.

4.5.1 Verify Status of Application

Once the application is received by HRSA, it will be processed to ensure that the application is submitted for the correct funding announcement, with the correct grant number and grantee organization. Upon this processing, which is expected to take up to two to three business days, HRSA will assign a unique tracking number to your application. This tracking number will be posted to Grants.gov and the status of your application will be changed to “Agency Tracking Number Assigned”; the contacts listed in the application will receive yet another email from Grants.gov. Note the HRSA tracking number and use it for all correspondence with HRSA. At this point, the application is ready for review and submission in HRSA EHBs.

HRSA will send an email to the PD, AO, POC for the application, and the BO – all listed on the submitted application, to confirm the application was successfully received. The email will also be sent to the PD listed on the most recent NGA, if different than the PD listed on the application. Because email is not always reliable, please check the HRSA EHBs or Grants.gov to see if the application is available for review in HRSA EHBs.

NOTE: Because email may be unreliable, check HRSA EHBs within two to three business days from submission within Grants.gov for availability of your application.

4.5.2 Validate Grants.gov Application in the HRSA EHBs

The HRSA EHBs include a validation process to ensure that only authorized individuals from an organization are able to access the organization’s competing applications. The first user who seeks access to the application needs to provide the following information:

Data Element	Source	Example
Announcement Number	From submitted Grants.gov application	HRSA-04-061 or 04-016
Grants.gov Tracking Number	From submitted Grants.gov application	GRANT00059900
HRSA EHBs Application Tracking Number	From email notification sent to PD, AO, BO, and POC listed on application.	25328

Note that the source of each data element is different and knowledge of the three numbers together is considered sufficient to provide that individual access to the application.

To validate the grants.gov application, log in to the EHBs and click on the “View Applications” link, then click on the “Add Grants.Gov Application” link (this is only visible for grant applications that require supplemental forms).

At this point you will be presented with a form, which will require the numbers specified in the table above in order to validate your grants.gov application.

NOTE: The first individual who completes this step needs to use the ‘Peer Access’ feature to share the application with other individuals from the organization. It is recommended that the AO complete this step.

4.5.3 Manage Access to Your Application

You must be registered in HRSA EHBs to access applications. To ensure that only the right individuals from the organization get access to the application, you must follow the process described earlier.

The person who validated the application (see section 4.5.2 above) must use the Peer Access feature to share this application with other individuals from the organization. This is required if you wish to allow multiple individuals to work on the application in HRSA EHBs.

4.5.4 Check Validation Errors


HRSA EHBs will apply HRSA's business rules to the application received through Grants.gov. All validation errors are recorded and displayed to the applicant. To view the validation errors use the 'Grants.gov Data Validation Comments' link on the application status page in HRSA EHBs.

4.5.5 Fix Errors and Complete Application



Applicants must review the errors in HRSA EHBs and make necessary changes. Applicants must also complete the detailed budget and other required forms in HRSA EHBs and assign an AO who must be a registered user in the HRSA EHBs. HRSA EHBs will show the status of each form in the application package and the status of all forms must be "Complete" in the summary page before the HRSA EHBs will allow the application to be submitted.

4.5.6 Submit Application


The application can be submitted by the AO assigned to the application within HRSA EHBs. The application can also be submitted by the designee of the AO. Once all forms are complete, the application must be submitted to HRSA by the due date listed within the program guidance.

 **NOTE: You must submit the application by the due date listed within the program guidance. Note that there are two deadlines within the guidance – one for submission within Grants.gov and the other for submission within HRSA EHBs.**

5. General Instructions for Application Submission

-  **NOTE:** It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.
-  **Failure to follow the instructions may make your application non-compliant. Non-compliant applications will not be given any consideration and the particular applicants will be notified.**

5.1 Narrative Attachment Guidelines

-  **NOTE:** The following guidelines are applicable to both electronic and paper submissions (when allowed) unless otherwise noted.

5.1.1 Font

Please use an easily readable serif typeface, such as Times Roman, Courier, or CG Times. The text and table portions of the application must be submitted in not less than 12 point and 1.0 line spacing. Applications not adhering to 12 point font requirements may be returned. Do not use colored, oversized or folded materials. For charts, graphs, footnotes, and budget tables, applicants may use a different pitch or size font, not less than 10 pitch or size font. However, it is vital that when scanned and/or reproduced, the charts are still clear and readable.

Please do not include organizational brochures or other promotional materials, slides, films, clips, etc.

5.1.2 Paper Size and Margins

For duplication and scanning purposes, please ensure that the application can be printed on 8 ½" x 11" white paper. Margins must be at least one (1) inch at the top, bottom, left and right of the paper. Please left-align text.

5.1.3 Names

Please include the name of the applicant and 10-digit grant number (if competing continuation, supplemental or noncompeting continuation) on each page.

5.1.4 Section Headings

Please put all section headings flush left in bold type.

5.1.5 Page Numbering

Electronic Submissions

For electronic submissions, applicants only have to number the electronic attachment pages sequentially, resetting the numbering for each attachment, i.e., start at page 1 for each attachment.

Do not number the standard OMB approved form pages.

Paper Submissions (When allowed)

Do not number the standard OMB approved forms. Please number each attachment page sequentially. Reset the numbering for each attachment. (Treat each attachment/document as a separate section.)

5.1.6 Allowable Attachment or Document Types

Electronic Submissions

The following attachment types are supported in HRSA EHBs. Even though grants.gov may allow you to upload any type of attachment, **it is important to note that HRSA only accepts the following types of attachments; files with unrecognizable extensions may not be accepted or may be corrupted, and will not be considered as part of the application:**

.DOC - Microsoft Word
.RTF - Rich Text Format
.TXT - Text
.WPD - Word Perfect Document
.PDF - Adobe Portable Document Format
.XLS - Microsoft Excel

File Attachment Names

- Limit file attachment name to under 50 characters
- Do not use any special characters (e.g., -, %, /, #,) or spacing in the file name for word separation.

5.2 Application Content Order (Table of Contents)

When applications were submitted in paper, it was easy to direct the applicants to prepare a table of contents and make it as a part of the application. Applicants did not have any problem in preparing the package that included standard forms as well as attachments. All the pages were numbered sequentially. Preparation instructions were given in the program guidance. With the transition to electronic application receipt, this process has changed significantly. HRSA is using an approach that will ensure that regardless of the mode of submission (electronic or paper when exemptions are granted); all applications will look the same when printed for objective review.

HRSA uses two standard packages from Grants.gov.

- SF 424 (otherwise known as 5161) – For service delivery programs
- SF 424 R&R – For research and training programs (programs previously using the 398 or the 6025 and 2590 application packages)

For each package HRSA has defined a standard order of forms and that order is available within the program guidance. The program guidance may also provide applicants with explicit instructions on where to upload specific documents.


If you are applying on paper (when allowed), you must use the program guidance for the order of the forms and all other applicable guidelines.

5.3 Page Limit

HRSA prints your application for review regardless of whether it is submitted electronically or by paper (when allowed).

When your application is printed, the narrative documents may not exceed 80 pages in length unless otherwise stated in the program guidance. These narrative documents include the abstract, project and budget narratives, and any other attachments such as letters of support required as a part of the guidance. This 80 page limit does not include the OMB approved forms. Note that some program guidances may require submission of OMB approved program specific forms as attachments. These attachments will not be included in the 80 page limit.

Applicants must follow the instructions provided in this section and ensure that they print out all attachments on paper and count the number of pages before submission.

 **NOTE:** Applications, whether submitted electronically or on paper, that exceed the specified limits will be deemed non-compliant. Non-compliant competing applications will not be given any consideration and the particular applicants will be notified. Non-compliant noncompeting applications will have to be resubmitted to comply with the page limits.

6. Customer Support Information

6.1 Grants.gov Customer Support

Please direct ALL questions regarding Grants.gov to Grants.gov Contact Center at Tel.: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time, excluding Federal holidays.

Please visit the following support URL for additional material on Grants.gov website.

<http://www.grants.gov/CustomerSupport>

6.1.2 HRSA Call Center

For assistance with or using HRSA EHBs, call 877-GO4-HRSA (877-464-4772) between 9:00 am to 5:30 pm ET or email callcenter@hrsa.gov.

Please visit HRSA EHBs for online help. Go to:

<https://grants.hrsa.gov/webexternal/home.asp> and click on 'Help'

6.1.3 HRSA Program Support

For assistance with program guidance related questions, please contact the program contact listed on the program guidance. Do not call the program contact for technical questions related to either Grants.gov or HRSA EHBs.

7. FAQs

7.1 Software

7.1.1 What are the software requirements for using Grants.gov?

Applicants will need to download Adobe Reader and PureEdge viewer. Grants.gov website provides the following information: . Note: All applications posted after September 24, 2008 may be posted in the ADOBE format.

- For information on Adobe Reader, go to http://www.grants.gov/help/download_software.jsp#adobe811.
- For information on PureEdge Viewer, go to http://www.grants.gov/help/download_software.jsp#pureedge.

7.1.2 What are the differences between PureEdge Viewer and Adobe Reader 8.1.2?

Key differences are summarized below.

7.1.2.1 PureEdge Viewer

The PureEdge Viewer screen is shown in Figure 1 below.

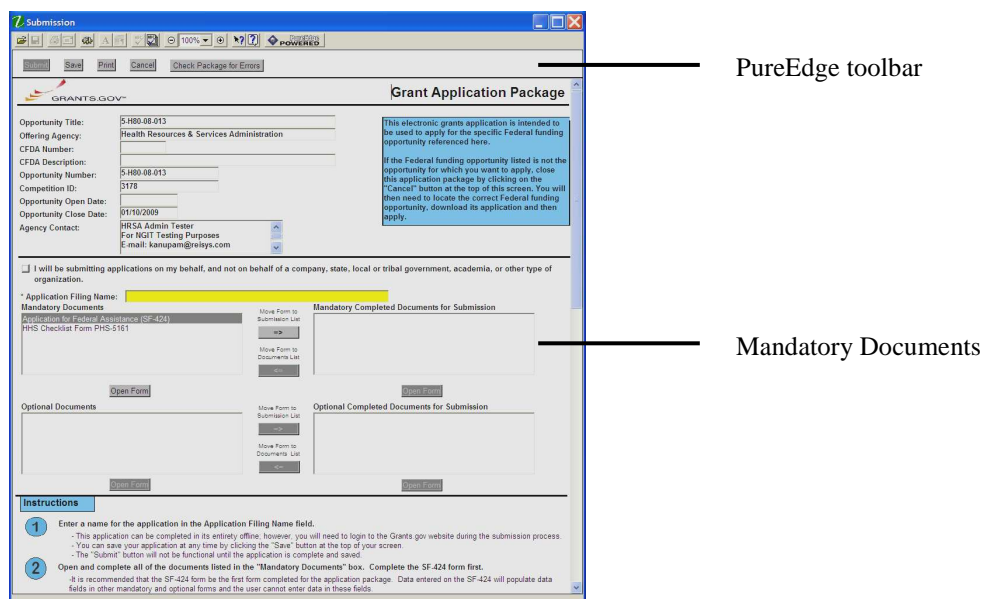


Figure 1: PureEdge Viewer Screen

The PureEdge toolbar is shown in Figure 2 below.

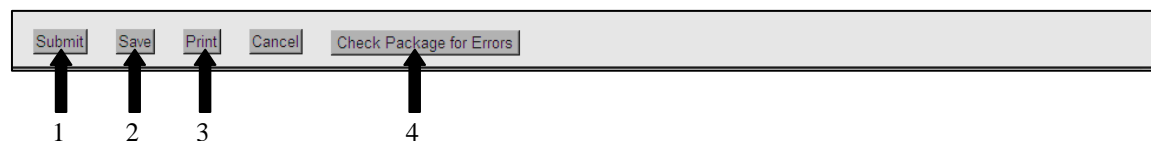


Figure 2: The PureEdge Toolbar

1. Submit – Click to submit the application package to Grants.gov (not available until all mandatory documents have been completed and the application has been saved).
2. Save – Click to save the application package to your local computer.
3. Print – Click to print the application package.
4. Check Package for Errors – Click prior to submitting the application package to ensure there are no errors.

Documents that you must include in your application package are listed under Mandatory Documents. Refer to Figure 3 below.

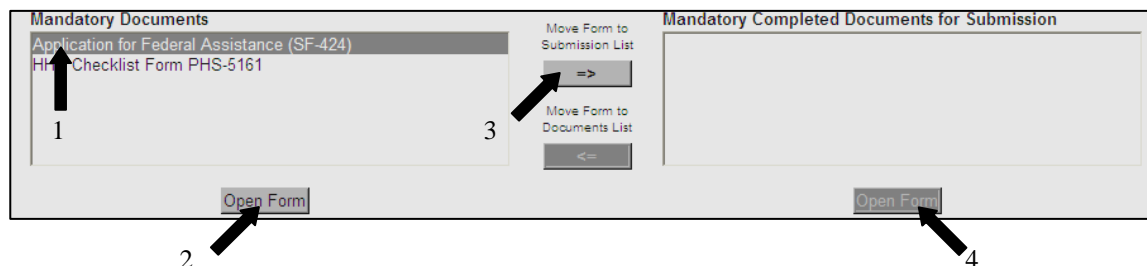


Figure 3: Working with Mandatory Documents (PureEdge Viewer)

1. Under Mandatory Documents, select the document you want to work on.
2. Click on the “Open Form” button.
3. When you have completed the document, click on the “Move Form to Submission List” button.
4. To view or edit documents that you have already completed, select the document under Mandatory Completed Documents for Submission and click on the “Open Form” button.

When you open a document for viewing or editing, the document occupies the entire PureEdge screen. Refer to Figure 4 below.

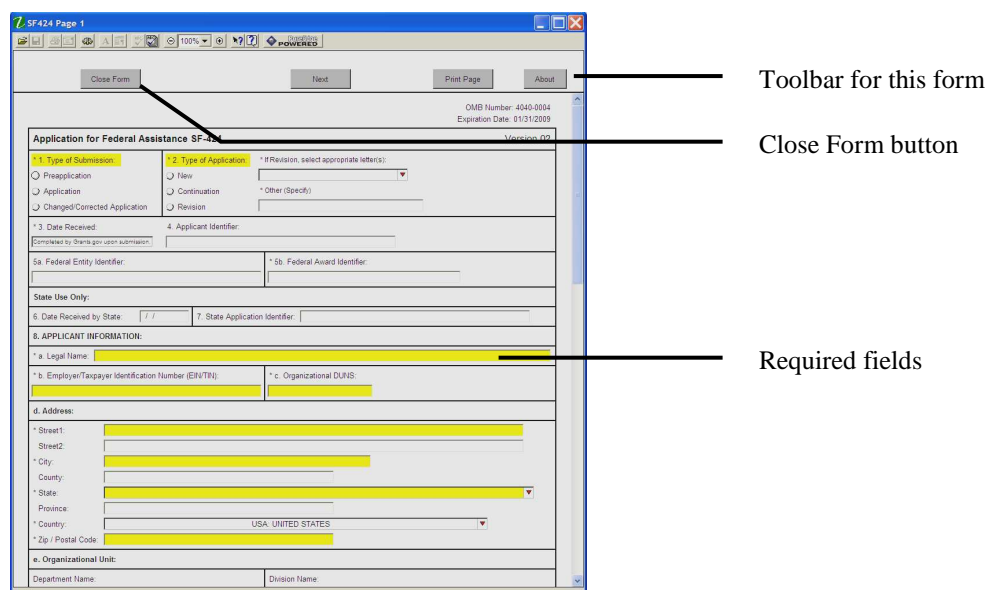


Figure 4: An Open Form in PureEdge Viewer

The toolbar buttons are always at the top of the screen. Click on the “Close Form” button to save and close the form and return to the main screen.

Please direct questions regarding PureEdge to Grants.gov. Contact the Grants.gov Contact Center at Tel.: 1-800-518-4726. Contact Center hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time, excluding Federal holidays.

7.1.2.2 Adobe Reader

The Adobe Reader screen is shown in Figure 5 below.

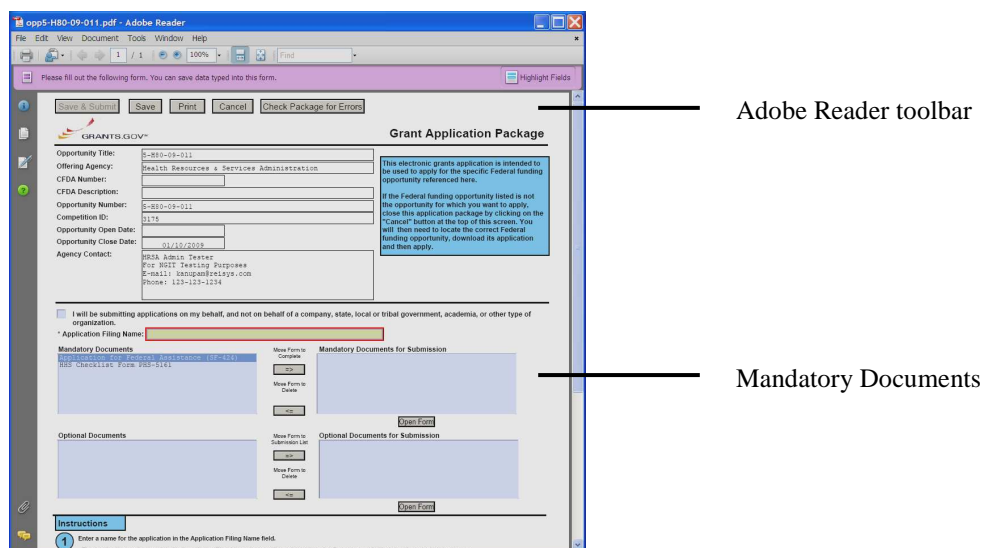


Figure 5: Adobe Reader Screen

The Adobe Reader toolbar is shown in Figure 6 below.

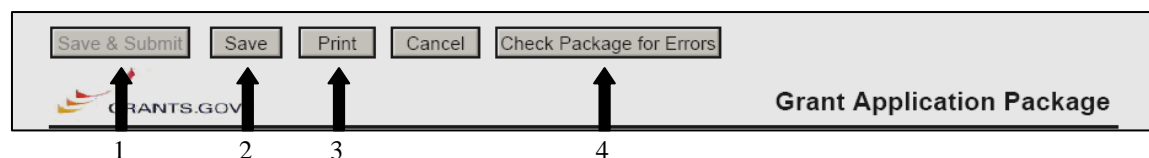


Figure 6: The Adobe Reader Toolbar

1. Submit – Click to submit the application package to Grants.gov (not available until all mandatory documents have been completed and the application has been saved).
2. Save – Click to save the application package to your local computer.
3. Print – Click to print the application package.
4. Check Package for Errors – Click prior to submitting the application package to ensure there are no errors.

Documents that you must include in your application package are listed under Mandatory Documents. Refer to Figure 7 below.

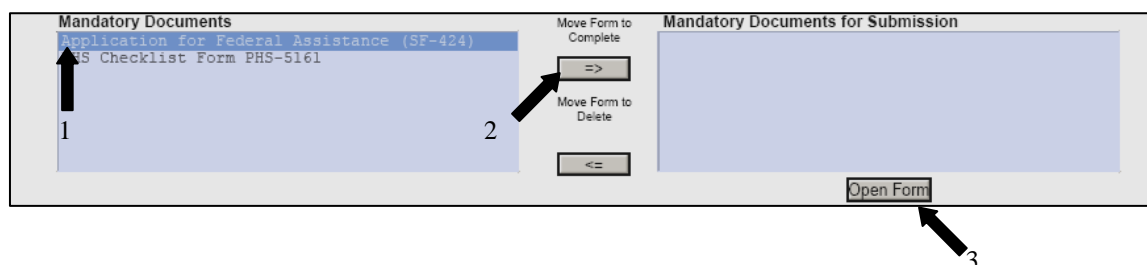


Figure 7: Working with Mandatory Documents (Adobe Reader)

1. Under Mandatory Documents, select the document you want to work on.
2. Click on the “Move Form to Complete” button.
3. Select the document under Mandatory Documents for Submission and click on the “Open Form” button.

When you open a document for viewing or editing, Adobe Reader opens the document at the bottom of the main application page. Refer to Figure 8 below.

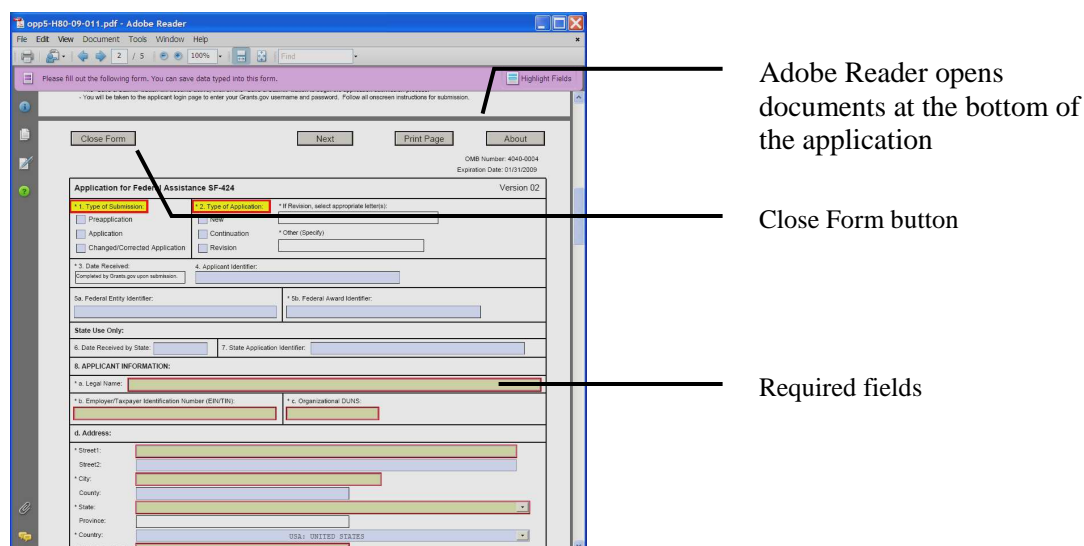


Figure 8: An Open Form in Adobe Reader

Note that the buttons are attached to the top of the page and move with the page. Click on the “Close Form” button to save and close the form.

7.1.2.3 Special Note: Working with Earlier Versions of Adobe Reader

It is strongly recommended that you remove all earlier versions of Adobe Reader prior to installing Adobe Reader Version 8.1.2. Do this by using “Add or Remove Programs” from Control Panel in Windows.

If it is necessary that you keep older versions of Adobe Reader on your computer, you should be aware that the program will attempt (unsuccessfully) to open application packages with the earlier, incompatible version. Use the following workaround to avoid this problem.

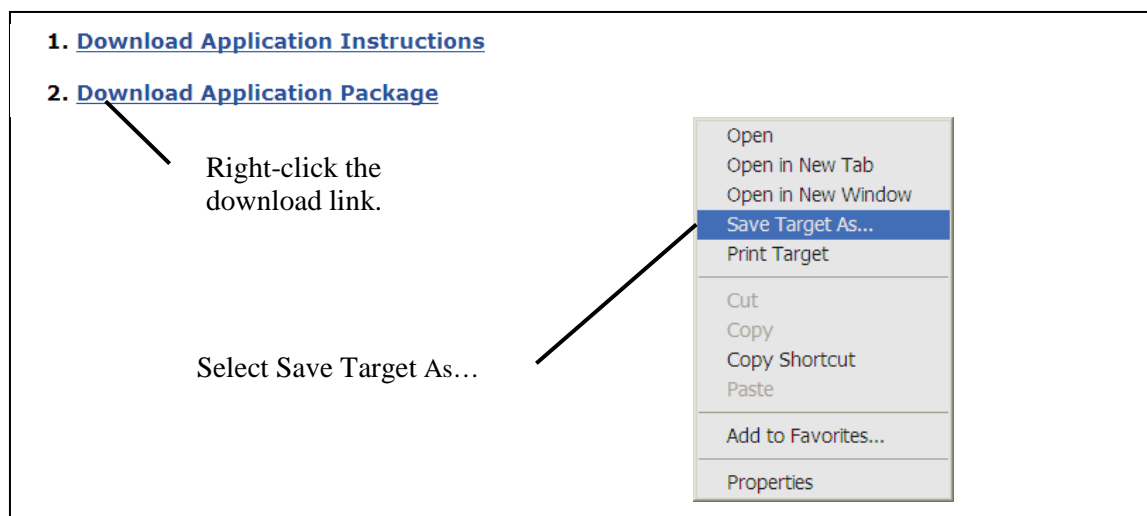


Figure 9: Downloading from Grants.gov

1. From the Grants.gov download page, right-click on the Download Application Package link and select Save Target As... from the menu.
2. Save the target on your local computer (preferably to the Desktop) as an Adobe Acrobat Document.

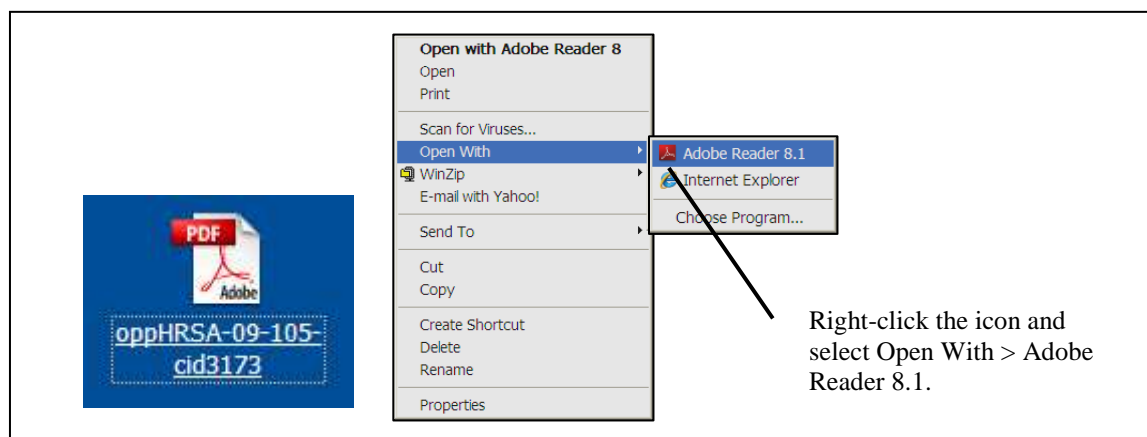


Figure 10: Selecting Open with Adobe Reader

3. Right-click the icon.
4. Select Open With > Adobe Reader 8.1 from the menu.

7.1.3 Why can't I download Adobe Reader or PureEdge Viewer onto my machine?

Depending on your organization's computer network and security protocols you may not have the necessary permissions to download software onto your workstation. Contact your IT department or system administrator to download the software for you or give you access to this function.

7.1.4 I have heard that Grants.gov is not Macintosh compatible. What do I do if I use only a Macintosh?

IBM has provided Special Edition Mac Viewers for PPC and Intel that are now available for download. You may wish to use this software if you do not have access to a Windows machine, Windows emulation software, or the Citrix server. Please note that limitations of this early release software may include:

- Occasional crashes and subsequent loss of any unsaved data

- Inability to run on Mac OS version prior to 10.4.6
- No current support for screen readers for visually impaired users
- The viewer is installed at the root level of the user account home directory. (e.g. /Users/jsmith/). Do not move the application folder to any other location as it will not work.

Please consider these limitations and warnings and also read the release notes carefully before using this software. The Intel and PPC-based viewers below were developed by IBM as a permanent solution to the Mac Security Upgrade and this replaces the temporary fix that IBM had previously provided. We will provide additional information on commercial releases of this product as they become available.

For details, please visit <http://www.grants.gov/MacSupport>

7.1.5 What are the software requirements for HRSA EHBs?

HRSA EHBs can be accessed over the Internet using Internet Explorer (IE) v5.0 and above and Netscape 4.72 and above. HRSA EHBs are 508 compliant.

IE 6.0 and above is the recommended browser.

HRSA EHBs use pop-up screens to allow users to view or work on multiple screens. Ensure that your browser settings allow for pop-ups.

In addition, to view attachments such as Word and PDF, you will need appropriate viewers.

7.1.6 What are the system requirements for using HRSA EHBs on a Macintosh computer?

Mac users are requested to download the latest version of Netscape for their OS version. It is recommended that Safari v1.2.4 and above or Netscape v7.2 and above be used.

Note that Internet Explorer (IE) for Mac has known issues with SSL and Microsoft is no longer supporting IE for Mac. HRSA EHBs do not work on IE for Mac.

In addition, to view attachments such as Word and PDF, you will need appropriate viewers.

7.2 Application Receipt

7.2.1 What will be the receipt date--the date the application is stamped as received by Grants.gov or the date the data is received by HRSA?

Competing Submissions:

The submission/receipt date will be the date the application is received by Grants.gov.

For applications that require verification in HRSA EHBs (refer to program guidance), the submission/receipt date will be the date the application is submitted in HRSA EHBs.

Noncompeting Submissions:

The submission/receipt date will be the date the application is submitted in HRSA EHBs.

7.2.2 When do I need to submit my application?

Competing Submissions:

Applications must be submitted to Grants.gov by 8 PM ET on the due date.

For applications that require verification in HRSA EHBs (refer to program guidance), verification must be completed and applications submitted in HRSA EHBs by 5:00 PM ET on the due date mentioned in the guidance. This supplemental due date is different from the Grants.gov due date.

Noncompeting Submissions:

Applications must be submitted to Grants.gov by 8 PM ET on the due date.

Applications must be verified and submitted in HRSA EHBs by 5:00 PM ET on the due date. (2 weeks after the due date in Grants.gov) Refer to the program guidance for specific dates.

7.2.3 What emails can I expect once I submit my application? Is email reliable?

Competing Submissions:

When you submit your competing application in Grants.gov, it is first received and validated by Grants.gov. Typically, this takes a few hours but it may take up to 48 hours during peak volumes. You should receive two emails from Grants.gov.

The first will confirm receipt of your application by the Grants.gov system ("Received"), and the second will indicate that the application has either been successfully validated ("Validated") by the system prior to transmission to the grantor agency or has been rejected due to errors ("Rejected with Errors").

Subsequently, the application will be downloaded by HRSA. This happens within minutes of when your application is successfully validated by Grants.gov and made available for HRSA to download. On successful download at HRSA, the status of the application will change to "Received by Agency" and you will receive another email from Grants.gov.

After this, HRSA processes the application to ensure that it is submitted for the correct funding announcement, with the correct grant number (if applicable) and grantee/applicant organization. This may take up to 3 business days. Upon this processing HRSA will assign a unique tracking number to your application. This tracking number will be posted to Grants.gov and the status of your application will be changed to "Agency Tracking Number Assigned"; you will receive yet another email from Grants.gov.

For applications that require verification in HRSA EHBs, you will also receive an email from HRSA confirming the successful receipt of your application and asking the PD and AO to review and resubmit the application in HRSA EHBs.

Because email is not reliable, you must check the respective systems if you do not receive any emails within the specified timeframes.

Noncompeting Submissions:

When you submit your noncompeting application in Grants.gov, it is first received and validated by Grants.gov. Typically, this takes a few hours but it may take up to 48 hours during peak volumes. You should receive two emails from Grants.gov.

Subsequently, the application will be downloaded by HRSA. This happens within minutes of when your application is successfully validated by Grants.gov and made available for HRSA to download. On successful download at HRSA, the status of the application will change to "Received by Agency" and you will receive another email from Grants.gov.

After this, HRSA processes the application to ensure that it is submitted for the correct funding announcement, with the correct grant number and grantee organization. This may take up to 3 business days. Upon this processing HRSA will assign a unique tracking number to your application. This tracking number will be posted to Grants.gov and the status of your application will be changed to "Agency Tracking Number Assigned"; you will receive yet another email from Grants.gov.

You will also receive an email from HRSA confirming the successful receipt of your application and asking the PD and AO to review and resubmit the application in HRSA EHBs.

Because email is not reliable, you must check the respective systems if you do not receive any emails within the specified timeframes.

NOTE: Refer to FAQ 7.2.5 below. For more information refer to sections 2.4 and 2.5 in this guide.

7.2.4 If a resubmission is required because of Grants.gov system problems, will these be considered "late"?

Competing Submissions:

No. But you must **contact the Director of the Division of Grants Policy** via email at DGPWaivers@hrsa.gov and thoroughly explain the situation. Include a copy of the "Rejected with Errors" notification you received from Grants.gov.

Noncompeting Submissions:

No. But you must **contact the HRSA Call Center** at 877-GO4-HRSA (877-464-4772) between 9:00 am to 5:30 pm ET or email callcenter@hrsa.gov. You may be asked to provide a copy of the "Rejected with Errors" notification you received from Grants.gov.

7.2.5 Can you summarize the emails received from Grants.gov and HRSA EHBs? Who all receive the emails?

Submission Type	Subject	Timeframe	Sent By	Recipient
Noncompeting Continuation	"Submission Receipt"	Within 48 hours	Grants.gov	AOR
	"Submission Validation Receipt" OR "Rejected with Errors"	Within 48 hours	Grants.gov	AOR
	"Grantor Agency Retrieval Receipt"	Within hours of second email	Grants.gov	AOR
	"Agency Tracking Number Assignment"	Within 3 business days	Grants.gov	AOR
	"Application Ready for Verification"	Within 3 business days	HRSA	AO, BO, SPOC, PD
Competing Application (without verification in HRSA EHBs)	"Submission Receipt"	Within 48 hours	Grants.gov	AOR
	"Submission Validation Receipt" OR "Rejected with Errors"	Within 48 hours	Grants.gov	AOR
	"Grantor Agency Retrieval Receipt"	Within hours of second email	Grants.gov	AOR
	"Agency Tracking Number Assignment"	Within 3 business days	Grants.gov	AOR

Submission Type	Subject	Timeframe	Sent By	Recipient
Competing Application (with verification in HRSA EHBs)	"Submission Receipt"	Within 48 hours	Grants.gov	AOR
	"Submission Validation Receipt" OR "Rejected with Errors"	Within 48 hours	Grants.gov	AOR
	"Grantor Agency Retrieval Receipt"	Within hours of second email	Grants.gov	AOR
	"Agency Tracking Number Assignment"	Within 3 business days	Grants.gov	AOR
	"Application Ready for Verification"	Within 3 business days	HRSA	AO, BO, SPOC, PD

7.3 Application Submission

7.3.1 How can I make sure that my electronic application is presented in the right order for objective review?

Follow the instructions provided in section 5 to ensure that your application is presented in the right order and is compliant with all the requirements.

7.4 Grants.gov

For a list of frequently asked questions and answers maintained by Grants.gov please visit the following URL:

http://www.grants.gov/GrantsGov_UST_Grantee!/SSL/WebHelp/GrantsGov_UST_Grantee.htm#index.html

Appendix B: Registering and Applying Through Grants.gov

Prepare to Apply through Grants.gov:

HRSA, in providing the grant community a single site to Find and Apply for grant funding opportunities, is requiring applicants for this funding opportunity to apply electronically through Grants.gov. By using Grants.gov you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. You may not e-mail an electronic copy of a grant application to us.

Please understand that we will not consider additional information and/or materials submitted after your initial application. You must therefore ensure that all materials are submitted together.

Note: Except in rare cases, paper applications will NOT be accepted for this grant opportunity. If you believe you are technologically unable to submit an on-line application you MUST contact the Director of the Division of Grants Policy, at DGPWaivers@hrsa.gov and explain why you are technologically unable to submit on-line. Make sure you specify the announcement number you are requesting relief for. HRSA and its Grants Application Center (GAC) will only accept paper applications from applicants that received prior written approval.

In order to apply through Grants.gov the Applicant must register with Grants.gov. This is a three step process that must be completed by any organization wishing to apply for a grant opportunity. The registration process will require some time. Therefore, applicants or those considering applying at some point in the future should register immediately. Registration in Grants.gov does not require the organization to apply for a grant; it simply provides the organization the required credentials so that the organization may apply for a grant in the future. Registration is required only once.

REGISTRATION:

GET STARTED NOW AND COMPLETE THE ONE-TIME REGISTRATION PROCESS TO BEGIN SUBMITTING GRANT APPLICATIONS AS SOON AS YOU READ THIS.

You don't need to be registered to search or to begin selecting, downloading and completing grant applications. Registration is required to submit applications. Therefore, it is essential that your organization be registered prior to attempting to submit a grant application or your organization will not be able to do so. **Be sure to complete the process early as the registration process may take some time (anywhere from 5 days to 1 month).**

There are three steps to the registration process:

- Step 1: Register your organization
- Step 2: Register yourself as an Authorized Organization Representative
- Step 3: Get authorized by your organization to submit grants

These instructions will walk you through the three basic registration steps. Additional assistance is available at Grants.gov at www.grants.gov. Individual assistance is available at <http://www.grants.gov/Support> or 1-800-518-4726. Grants.gov also provides a variety of support options through online Help including Context-Sensitive Help, Online Tutorials, FAQs, Training Demonstration, User Guide, and Quick Reference Guides.

Follow this checklist to complete your registration—

1. Register Your Organization

- Obtain your organization's Data Universal Number System (DUNS) number
- Register your organization with Central Contractor Registry (CCR)
- Identify your organization's E-Business POC (Point of Contact)
- Confirm your organization's CCR "Marketing Partner ID Number (M-PIN)" password

2. Register Yourself as an Authorized Organization Representative (AOR)

- Obtain your username and password
- Register your username and password with Grants.gov

3. Get Yourself Authorized as an AOR

- Contact your E-Business POC to ensure your AOR status
- Log in to Grants.gov to check your AOR status

The Grants.gov/Apply feature includes a simple, unified application process to enable applicants to apply for grants online. The information applicants need to understand and execute the steps is at <http://www.grants.gov/GetStarted>. Applicants should read the Get Started steps carefully. The site also contains registration checklists to help you walk through the process. HRSA recommends that you download the checklists and prepare the information requested before beginning the registration process. Reviewing information required and assembling it before beginning the registration process will save you time and make the process faster and smoother.

REGISTER YOUR ORGANIZATION

Before you can apply for a grant via Grants.gov, your organization must obtain a Data Universal Number System (DUNS) number and register early with the Central Contractor Registry (CCR).

Obtain your organization's DUNS number

A DUNS number is a unique number that identifies an organization. It has been adopted by the Federal government to help track how Federal grant money is distributed. Ask your grant administrator or chief financial officer to provide your organization's DUNS number.

-How do you do it? If your organization does not have a DUNS number, call the special Dun & Bradstreet hotline at 1-866-705-5711 to receive one free of charge.

- How long will this take? You will receive a DUNS number at the conclusion of the phone call.

Register your organization with CCR

The CCR is the central government repository for organizations working with the Federal government. Check to see if your organization is already registered at the CCR website. If your organization is not already registered, identify the primary contact who should register your organization.

When your organization registers with CCR, it will be required to designate an E-Business Point of Contact (E-Business POC). The designee authorizes individuals to submit grant applications on behalf of the organization and creates a special password called a Marketing Partner ID Number (M-PIN) to verify individuals authorized to submit grant applications for the organization.

-How do you do it? Visit the CCR website at <http://www.ccr.gov>. Check whether your organization is already registered or register your organization right online. Be certain to enter an MPIN number during this process as this is an optional field for the CCR registration but mandatory for Grants.gov.

- How long will this take? It may take a few days for you to collect the information needed for your organization's registration, but once you finish the registration process, you can move on to Step 2 the very next business day. Note it will take up to a month for the total registration- therefore this should be done as soon as possible.

GET AUTHORIZED as an AOR by Your Organization

The registration process is almost complete. All that remains is the final step —getting authorized. Even though you have registered, your E-Business POC must authorize you so Grants.gov will know that you are verified to submit applications.

- Obtain your E-Business POC authorization

After your Authorized Organizational Representative (AOR) profile is completed, your organization's E-Business POC will receive an email regarding your requested AOR registration, with links and instructions to authorize you as an AOR.

- How do you do it? Instruct your E-Business POC to login to Grants.gov at <http://www.grants.gov/ForEbiz> and enter your organization's DUNS number and M-PIN. They will select you as an AOR they wish to authorize and you will be verified to submit grant applications.

- **How long will this take?** It depends on how long it takes your E-Business POC to log in and authorize your AOR status. You can check your AOR status by logging in to Grants.gov at <http://www.grants.gov/ForApplicants>.

REGISTER YOURSELF as an Authorized Organization Representative (AOR)

Once the CCR Registration is complete, your organization is finished registering. You must now register yourself with Grants.gov and establish yourself as an AOR, an individual authorized to submit grant applications on behalf of your organization. There are two elements required to complete this step — both must be completed to move onto Step 3.

1. Obtain your username and password

In order to safeguard the security of your electronic information, and to submit a Federal grant application via Grants.gov, you must first obtain a username and password from the Grants.gov Credential Provider.

- **How do you do it?** Just register with Grants.gov's Credential Provider at <http://www.grants.gov/Register1>. You will need to enter your organization's DUNS number to access the registration form. Once you complete the registration form you will be given your username and you will create your own password.

- **How long will this take?** Same day. When you submit your information you will receive your username and be able to create your password.

2. Register with Grants.gov

Now that you have your username and password, allow about 30 minutes for your data to transfer from the Credential Provider, then you must register with Grants.gov to set up a short profile.

> **How do you do it?** Simply visit <http://www.grants.gov/Register2> to register your username and password and set up your profile. Remember, you will only be authorized for the DUNS number which you register in your Grants.gov profile.

> **How long will this take?** Same day. Your AOR profile will be complete after you finish filling in the profile information and save the information at Grants.gov.

You have now completed the registration process for Grants.gov. If you are applying for a new or competing continuation you may find the application package through Grants.gov FIND. If you are filling out a non-competing continuation application you must obtain the announcement number through your program office, and enter this announcement number in the search field to pull up the application form and related program guidance. Download the required forms and enter your current grant number in the appropriate field to begin the non-competing continuation application which you will then upload for electronic submittal through Grants.gov. For continuation applications which require submittal of performance measures electronically, instructions are provided in the program guidance on how to enter the HRSA electronic handbooks to provide this information.

How to submit an electronic application to HRSA via Grants.gov/Apply

a. Applying using Grants.gov. Grants.gov has a full set of instructions on how to apply for funds on its website at <http://www.grants.gov/CompleteApplication>. The following provides simple guidance on what you will find on the Grants.gov/Apply site. Applicants are encouraged to read through the page entitled, "Complete Application Package" before getting started. See Appendix A for specific information.

b. Customer Support. The grants.gov website provides customer support via (800) 518-GRANTS (this is a toll-free number) or through e-mail at support@grants.gov. The customer support center is open from 7:00 a.m. to 9:00 p.m. Eastern time, Monday through Friday, except federal holidays, to address grants.gov technology issues. For technical assistance to program related questions, contact the number listed in the Program Section of the program you are applying for.

Timely Receipt Requirements and Proof of Timely Submission

a. Electronic Submission. All applications must be received by www.grants.gov/Apply by 8:00 P.M. Eastern Time on the due date established for each program.

Proof of timely submission is automatically recorded by Grants.gov. An electronic time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant will receive an acknowledgement of receipt and a tracking number from Grants.gov with the successful transmission of their application. Applicants should print this receipt and save it, along with facsimile receipts for information provided by facsimile, as proof of timely submission. When HRSA successfully retrieves the application from Grants.gov, Grants.gov will provide an electronic acknowledgment of receipt to the e-mail address of the AOR. Proof of timely submission shall be the date and time that Grants.gov receives your application.

Applications received by grants.gov, after the established due date and time for the program, will be considered late and will not be considered for funding by HRSA. HRSA suggests that applicants submit their applications during the operating hours of the Grants.gov Support Desk, so that if there are questions concerning transmission, operators will be available to walk you through the process. Submitting your application during the Support Desk hours will also ensure that you have sufficient time for the application to complete its transmission prior to the application deadline. Applicants using dial-up connections should be aware that transmission should take some time before Grants.gov receives it. Grants.gov will provide either an error or a successfully received transmission message. The Grants.gov Support desk reports that some applicants abort the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application. Uploading and transmitting many files, particularly electronic forms with associated XML schemas, will take some time to be processed.

Note the following additional information regarding submission of all HRSA applications through Grants.gov:

- You must submit all documents electronically, including all information typically included on the SF424 and all necessary assurances and certifications.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. HRSA will retrieve your application from Grants.gov.

Formal Submission of the Electronic Application

Applications completed online are considered formally submitted when the Authorizing Official electronically submits the application to HRSA through Grants.gov.

Competitive applications will be considered as having met the deadline if the application has been successfully transmitted electronically by your organization's Authorizing Official through Grants.gov on or before the deadline date and time.

Performance Measures for Competitive Applications

Many HRSA guidances include specific data forms and require performance measure reporting. If the completion of performance measure information is indicated in this guidance, successful applicants receiving grant funds will be required, within 30 days of the Notice of Grant Award (NGA), to register in HRSA's Electronic Handbooks (EHBs) and electronically complete the program specific data forms that appear in this guidance. This requires the provision of budget breakdowns in the financial forms based on the grant award amount, the project abstract and other grant summary data, and objectives for the performance measures.

Performance Measures for Non-Competing Continuation Applications

For applications which require submittal of performance measures electronically through the completion of program specific data forms, instructions will be provided both in the program guidance and through an e-mail, notifying grantees of their responsibility to provide this information, and providing instructions on how to do so.